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PR-2024-1007-228488



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0642**Dept./Office: **OVPA**PR No.: **GF-2024-10-02274**Date: **10-07-2024**Section/End-User: **Victor S. Neri**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPA_2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson 001 ink, Black, 127ml, Genuine	btls	5	600.00		3,000.00
2	Epson 001 ink, Cyan, Genuine	btls	3	350.00		1,050.00
3	Epson 001 ink, Magenta, Genuine	btls	3	350.00		1,050.00
4	Epson 001 ink, Yellow, Genuine	btls	3	350.00		1,050.00
5	Ink, Epson 003, Genuine Black 65mL	btl	10	350.00		3,500.00
6	Ink, EPSON 003, Genuine Cyan 65mL	btl	5	350.00		1,750.00
7	Ink, EPSON 003, Genuine Magenta 65mL	btl	5	350.00		1,750.00
8	Ink, EPSON 003, Genuine Yellow 65mL	btl	5	350.00		1,750.00
9	Ink, EPSON T9481 XL for WF-C878R Printer, Black	tube	1	8,000.00		8,000.00
10	Ink, EPSON T9481 XL for WF-C878R Printer, Cyan	tube	1	8,000.00		8,000.00
11	Ink, EPSON T9481 XL for WF-C878R Printer, Magenta	tube	1	8,000.00		8,000.00
12	Ink. EPSON T9481 XL for WF-C878R Printer, Yellow	tube	1	8,000.00		8,000.00
TOTAL						46,900.00

Purpose: Provision of effective housekeeping for the OVPA, office supplies and materials for the preparation of minutes, reports, offi

Checked by: NORMAN O. VILLAS TWG - Office Equipment		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: VICTOR S. NERI	Noted by: ROTACIO S. GRAVOSO UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU
Printed Name:			
Designation:			