



PURCHASE REQUEST

Dept./Office: **OP**PR #: **STF-2021-07-00450**Date: **07-08-2021**Section/End-User: **Les Andre B. Pamaos**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **OP-2021-1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	FUJIXEROX DC-V 2265, Toner Cartridge C (Cyan)	pcs	1	18,000.00		18,000.00
2	FUJIXEROX DC-V 2265, Toner Cartridge K (Black)	pcs	2	16,000.00		32,000.00
3	FUJIXEROX DC-V 2265, Toner Cartridge M (Magenta)	pcs	1	18,000.00		18,000.00
4	FUJIXEROX DC-V 2265, Toner Cartridge Y (Yellow)	pcs	1	18,000.00		18,000.00
TOTAL						86,000.00

Purpose: office use

Checked by:

MICHAEL ANTHONY JAY B. REGIS

Funds Available:

MYRNA S. PANCITO

TWG - T Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	LES ANDRE B. PAMAOS	ALLEN GLENNIE P. LAMBERT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU