



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



GF-2021-09-00772

PURCHASE REQUEST

Dept./Office: **NSTP/CWTS**PR #: **GF-2021-09-00772**Date: **09-03-20**Section/End-User: **Marlon V. Dampios**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **NSTP-2022 Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Brother BT5000C Cyan	btls	6	350.00		2,100.00
2	Ink, Brother BT5000M Magenta	btls	6	350.00		2,100.00
3	Ink, Brother BT5000Y Yellow	btls	6	350.00		2,100.00
4	Ink, Brother BTD60BK, Black	btls	10	400.00		4,000.00
5	Ink, Epson, genuine (C) T664, 70 ml	pieces	5	350.00		1,750.00
6	Ink, Epson, genuine (M) T664, 70 ml	pieces	5	350.00		1,750.00
7	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	6	350.00		2,100.00
8	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	5	350.00		1,750.00
9	UPS, at least 500 w	piece	1	2,550.00		2,550.00
TOTAL						20,200.00

Purpose: Office Use

Checked by:

DIONESIO I. ESTUPA

Funds Available:

MYRNA S. PANCITO

TWG - IT Supplies and Equipment

OIC HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

MARLON V. DAMPIOS

END USER

Noted by:

MANOLO B. LORETO JR.

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU