



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

PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2020-10-00629** /1208Date: **10-16-2020**Section/End-User: **Meriam M. Luna**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ADMISSION Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson, genuine (C) T664, 70 ml	pieces	1	350.00		350.00
2	Ink, Epson, genuine (M) T664, 70 ml	pieces	1	350.00		350.00
3	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	2	350.00		700.00
4	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	1	350.00		350.00
5	Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	pieces	4	1,080.24		4,320.96
6	Ink, Gestetner DX2430M, Reisograph Copy Printer Master. 390g	piece	1	1,960.00		1,960.00
TOTAL						8,030.96

Purpose: for office use

Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: MERIAM M. LUNA	Noted by: NANCY V. DUMAGUING	Approved by: EDGARDO E. TULIN
Printed Name:	MERIAM M. LUNA	NANCY V. DUMAGUING	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU