



PURCHASE REQUEST

Dept./Office: **ODAHRD**PR #: **GF-2021-08-00613**Date: **08-16-2021**Section/End-User: **Jenefer B. Jayme**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ODHRM**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	5	350.00		1,750.00
	TOTAL					1,750.00

Purpose: FOR OFFICE USE

Checked by: <div style="text-align: center;">DIONESIO I. ESTUPA</div>		Funds Available: <div style="text-align: center;">MYRNA S. PANCITO</div>	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center;">JENEFER B. JAYME</div> END USER	Noted by: <div style="text-align: center;"> HONEY SOFIA V. COLIS LOURDES B. CANO 8/16/21 </div> UNIT HEAD, PROJECT LEADER	Approved by: <div style="text-align: center;">EDGARDO E. TULIN</div> PRESIDENT, VSU