



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

PURCHASE REQUEST

Dept./Office: **VSUHSO**

PR No.: **GF-2022-02-00102**

Date: **02-08-2022**

Section/End-User: **Clara P. Mercado**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **Admin Office - USHER**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Refill for computer cartr, Universal water based	piece	3	350.00		1,050.00
	TOTAL					1,050.00

Purpose: For office use.

Checked by:

Funds Available:

DIONESIO I. ESTUPA

ALICIA M. FLORES

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Requested by:

Noted by:

Approved by:

Signature:
Printed Name:

CLARA P. MERCADO

ELWIN JAY V. YU

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU