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PR-2022-0913-62942



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

PURCHASE REQUEST

Dept./Office: **CaO**Section/End-User: **Dahlia R. Arpoceple**Funding Source: **General Fund - MOOE**PR No.: **GF-2022-09-01676**Date: **09-13-2022**Category: **IT Supplies and Equipment**Project Title/Code: **Cash Office - 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Printer 3-in-1	unit	1	12,500.00		12,500.00
Specification: ?with CIS Filled with Inks ?Compact integrated tank design ?High yield ink bottles ?Spill-free, error-free refilling ?Wi-Fi, Wi-Fi Direct ?Borderless printing up to 4R						
2	Ink, Epson 003,Genuine Black 65mL	btl	10	350.00		3,500.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	5	350.00		1,750.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	5	350.00		1,750.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	5	350.00		1,750.00
6	Ribbon Cartridge EPSON S015639	pieces	10	165.00		1,650.00
Specification: ?Ribbon Cartridge S015639 for EPSON LQ-310 printer						
7	Toner, KyoceraTASKalfa 1800	piece	1	7,500.00		7,500.00
Specification: Genuine Toner - KYOCERA TASKalfa 1800						
TOTAL						30,400.00
Purpose: For office use.						
Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE <i>cash-in</i>		

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	DAHLIA R. ARPOCEPLE	QUEEN-EVER Y. ATUPAN	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 9/5/12