



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

PURCHASE REQUEST

Dept./Office: **DepStat**PR #: **STF-2020-10-00390/0580**Date: **10-14-2020**Section/End-User: **Virgelio M. Alao**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **DEPSTAT-2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson, genuine (C) T664, 70 ml	pieces	5	350.00	VIRGELIO M. ALAO	1,750.00
2	Ink, Epson, genuine (M) T664, 70 ml	pieces	5	350.00	VIRGELIO M. ALAO	1,750.00
3	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	15	350.00	VIRGELIO M. ALAO	5,250.00
4	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	5	350.00	VIRGELIO M. ALAO	1,750.00
5	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	20	500.00	VIRGELIO M. ALAO	10,000.00
TOTAL						20,500.00

Purpose: For DepStat use.

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