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PR-2023-0816-138563

08/17/23



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

PURCHASE REQUEST

PPMP No. : 65-5-421-2023-7-0-22

PR No.: GF-2023-08-01770

Date: 08-16-2023

Dept./Office: IAO

Category: IT Supplies and
 Equipment

Section/End-User: Ana Marquiza M. Quilicot

Funding Source: General Fund - MOOE

Project Title/Code: IAO-2024 Office Supplies

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson 001 ink, Black, 127ml, Genuine	btls	15	600.00	JUVY C. CALLEJA	9,000.00
2	Epson 001 ink, Cyan, Genuine	btls	3	350.00		1,050.00
3	Epson 001 ink, Magenta, Genuine	btls	3	350.00		1,050.00
4	Ink, Epson 003, Genuine Black 65mL	btl	20	350.00		7,000.00
5	Ink, EPSON 003, Genuine Magenta 65mL	btl	5	350.00		1,750.00
6	Ink, EPSON 003, Genuine Yellow 65mL	btl	5	350.00		1,750.00
7	Rechargeable Wireless Keyboard and Mouse Set	unit	2	950.00		1,900.00

Specification:

?Rechargeable Office Wireless Keyboard and Mouse Set

?Size: 284*121*16.mm

?Weight: 280g

?Connection method: USB receiver/Bluetooth

TOTAL

23,500.00

Purpose: For Office Use

Checked by:

DIONESIO I. ESTUPA

Funds Available:

ALICIA M. FLORES

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ANA MARQUIZA M. QUILICOT	ANA MARQUIZA M. QUILICOT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU