



PPMP #: 26-5-1232-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: ITEEM

PR #: GF-2020-10-00220/1157

Date: 10-14-2020

Section/End-User: Cecilio M. Benitez

Category: IT Supplies and Equipment

Funding Source: General Fund - MOOE

Project Title/Code: ITEEM-A.III.b.1

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Brush, 1.5"	piece	4	10.00		40.00
2	DVD+RW 8x 4.7Gb w/indiv case	pieces	10	50.00		500.00
3	Ink, Epson 003,Genuine Black 65mL	btl	4	350.00		1,400.00
4	Ink, EPSON 003,Genuine Cyan 65mL	btl	4	350.00		1,400.00
5	Ink, EPSON 003,Genuine Magenta 65mL	btl	4	350.00		1,400.00
6	Ink, EPSON 003,Genuine Yellow 65mL	btl	4	350.00		1,400.00
7	Ink, Epson, genuine (C) T664, 70 ml	pieces	4	350.00		1,400.00
8	Ink, Epson, genuine (M) T664, 70 ml	pieces	4	350.00		1,400.00
9	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	4	350.00		1,400.00
10	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	4	350.00		1,400.00
11	UPS, at least 800 watts	unit	1	5,000.00	Cecilio M. Benitez	5,000.00
TOTAL						16,740.00

Purpose: for office supply

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:	CECILIO M. BENITEZ	ELIZA D. ESPINOSA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU