



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

PR # 17-5-354-26216-05

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PURCHASE REQUEST

Dept./Office: **DLABS**

Section/End-User: **Gilda P. Nayre**

Funding Source: **General Fund - MOOE**

PR #: **GF-2020-10-00190 / 096**

Date: **10-14-2020**

Category: **IT Supplies and Equipment**

Project Title/Code: **DLABS-2021(Higher Education)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Anti-virus Software	pc	1	5,000.00		5,000.00
2	External Hard Disk Drive (Portable, 1TB), USB 3.0	unit	1	3,800.00		3,800.00
3	Ink, Epson, genuine (C) T664, 70 ml	pieces	10	350.00		3,500.00
4	Ink, Epson, genuine (M) T664, 70 ml	pieces	10	350.00		3,500.00
5	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	10	350.00		3,500.00
6	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	10	350.00		3,500.00
7	Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	pieces	10	1,080.24		10,802.40
8	Master roll for DX-2430 copy printer, 100 cuts	pieces	5	1,960.00		9,800.00
TOTAL						43,402.40

Purpose: for office use

Funds Available:

Checked by:

DIONESIO I. ESTUPA

MYRNA S. PANCITO

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

GILDA P. NAYRE

JETT C. QUEBEC

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU

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