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PR-2022-0204-11207



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

PURCHASE REQUEST

PR No.: **STF-2022-02-00087**Date: **02-04-2022**Dept./Office: **VEFI**Section/End-User: **Cynthia Y. Manzano**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **VFES / Elementary**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson, genuine (C) T664, 70 ml	pieces	7	350.00		2,450.00
2	Ink, Epson, genuine (M) T664, 70 ml	pieces	7	350.00		2,450.00
3	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	10	350.00		3,500.00
4	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	7	350.00		2,450.00
TOTAL						10,850.00

Purpose: For procurement of office supplies for CY 2022

Checked by: DIONESIO I. ESTUPA		Funds Available: ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: CYNTHIA Y. MANZANO	Noted by: MA. RACHEL KIM L. AURE	Approved by: EDGARDO E. TULIN
Printed Name:	CYNTHIA Y. MANZANO	MA. RACHEL KIM L. AURE	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU