

SCAN HERE



PR-2025-0103-243543



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-121924-0815**Dept./Office: **VEFI**PR No.: **STF-2025-01-00011**Date: **01-03-2025**Section/End-User: **Cynthia Y. Manzano**Category: **Office 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 003,Genuine Black 65mL     | btl    | 5   | 350.00    |         | 1,750.00         |
| 2            | Ink, EPSON 003,Genuine Cyan 65mL      | btl    | 5   | 350.00    |         | 1,750.00         |
| 3            | Ink, EPSON 003,Genuine Magenta 65mL   | btl    | 5   | 350.00    |         | 1,750.00         |
| 4            | Ink, EPSON 003,Genuine Yellow 65mL    | btl    | 5   | 350.00    |         | 1,750.00         |
| 5            | Ink, Epson, genuine (C) T664, 70 ml   | pieces | 3   | 350.00    |         | 1,050.00         |
| 6            | Ink, Epson, genuine (M) T664, 70 ml   | pieces | 3   | 350.00    |         | 1,050.00         |
| 7            | Ink, Epson, genuine, (BK) T664, 70 ml | pieces | 5   | 350.00    |         | 1,750.00         |
| 8            | Ink, Epson, genuine, (Y) T664, 70 ml  | pieces | 3   | 350.00    |         | 1,050.00         |
| <b>TOTAL</b> |                                       |        |     |           |         | <b>11,900.00</b> |

Purpose: For procurement of office supplies

|                                                                      |                                               |                                                                                |                                                                 |
|----------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Checked by:<br><br><b>NORMAN O. VILLAS</b><br>TWG - Office Equipment |                                               | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE         |                                                                 |
| Signature:                                                           | Prepared by:<br><br><b>CYNTHIA Y. MANZANO</b> | Noted by:<br><br><b>MARIA VANESSA E. GABUNADA</b><br>UNIT HEAD, PROJECT LEADER | Approved by:<br><br><b>PROSE IVY G. YEPES</b><br>PRESIDENT, VSU |
| Printed Name:                                                        |                                               |                                                                                |                                                                 |
| Designation:                                                         |                                               |                                                                                |                                                                 |