



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

PURCHASE REQUEST

Dept/Office:VIHS

PR #: GF-2020-10...00410

Date:10-23-2020

Section/End-User: Shalom Grace C. Sugano

Category: IT Supplies and Equipment

Funding Source: General Fund - MOOE

Project Title/Code: SHS-2021

Item #	Item Description	Unit	Qty	Unit Cost	PARICS	Total Cost
1	Canon Pixma Ink Bottle,GI-790{Black}	bis	20	40000	SHALOM GRACE C. SUGANO	8,000.00
Specification: Inkrefill						
2	Canon Pixma Ink Bottle,GI-790{Cyan}	tills	10	40000	SHALOM C. SUGANO	4,000.00
Specification: Refill ink canon						
3	Canon Pixma Ink Bottle,GI-790{Magenta}	btis	10	400.00	SIWOMew.cE C. SUGANO	4000.00
Specification: RefillinkCanon						
4	Canon Pixma Ink BottleGI-790{Yellow}	i:ilis	2:0	400.00	SHALOM GRACE C. SUGANO	8,000.00
Specification: Canon refill ink						
5	Ink, Epson, genuine (C) T664, 70 ml	pieces	10	350.00	SHALOMGRACE C. SUGANO	3,500.00
6	Ink, Epson, genuine (M) T664, 70 ml	pieces	10	350.00	SHALOMGRACE C. SUGANO	3,500.00
7	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	10	350.00	SHALOMGRACE C. SUGANO	3,500.00
8	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	10	350.00	SHALOMGRACE C. SUGANO	3,500.00
TOTAL						38,000.00

Purpose:for office use

Checked by:	Funds Available:
MICHAEL ANTHONY JAY B. REGIS	MYRNA S. PANCITO
1WG - IT Supplies and Equipment	HEAD, BUDGET OFFICE

		Noted by:	Approved by:	
Signature:				
Printed Name:	SHALOM GRACE C. SUGANO		SHALOM GRACE C. SUGANO	EDGARDO E.. TUUN
Designation:	END USER		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU