



GF-2020-10-00183

PPMP #: 30-5-900-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: **DME**PR #: **GF-2020-10-00183 / 1160**Date: **10-14-2020**Section/End-User: **Antonette S. Cruz**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DME-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Kyocera MC-4105	piece	1	5,000.00	JUNDY R. CASTIL	5,000.00
Specification: replacement part for Kyocera Taskalfa 2200 photocopier price at Php 4,586.00 only per distributor.						
TOTAL						5,000.00
Purpose: Replacement of damaged photocopier parts						
Checked by: NORMAN O. VILLAS TWG - Office Equipment				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	ANTONETTE S. CRUZ	JUNDY R. CASTIL		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		