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PR-2024-0919-223810



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-091324-0421**PR No.: **STF-2024-09-01705**Date: **09-19-2024**Dept./Office: **VIHS**Category: **IT Supplies and Equipment**Section/End-User: **Mark John M. Managbanag**Funding Source: **Special Trust Fund**Project Title/Code: **STF 2024**

| Item #       | Item Description             | Unit | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------------|------------------------------|------|-----|-----------|---------|------------------|
| 1            | Ink, Brother BT5000C Cyan    | btls | 12  | 500.00    |         | 6,000.00         |
| 2            | Ink, Brother BT5000M Magenta | btls | 12  | 500.00    |         | 6,000.00         |
| 3            | Ink, Brother BT5000Y Yellow  | btls | 12  | 500.00    |         | 6,000.00         |
| 4            | Ink, Brother BTD60BK, Black  | btls | 14  | 500.00    |         | 7,000.00         |
| <b>TOTAL</b> |                              |      |     |           |         | <b>25,000.00</b> |

Purpose: inks for printer

|                                                                               |                                                    |                                                                        |                                                                 |
|-------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------|
| Checked by:<br><br><b>NORMAN O. VILLAS</b><br>TWG - IT Supplies and Equipment |                                                    | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                                                                 |
| Signature:                                                                    | Prepared by:<br><br><b>MARK JOHN M. MANAGBANAG</b> | Noted by:<br><br><b>LEO A. MAMOLO</b><br>UNIT HEAD, PROJECT LEADER     | Approved by:<br><br><b>PROSE IVY G. YEPES</b><br>PRESIDENT, VSU |