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PR-2025-0505-270235



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-032625-1068

PR No.: GF-2025-05-00570

Date: 05-05-2025

Dept./Office: IHK

Category: Office Equipment

Section/End-User: Roderick M. Unajan

 Project Title/Code: CODE: EXT62 / LANGOY SA  
 KALUWASAN

Funding Source: General Fund - MOOE

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson Eco Tank L3210 A4 All-in one Ink Tank Printer	unit	1	9,000.00		9,000.00
	<b>TOTAL</b>					<b>9,000.00</b>

Purpose: To print resource materials that includes hand outs, evaluation forms, assessment forms and others

Checked by:  <b>NORMAN O. VILLAS</b> TWG - Office Equipment		Funds Available:  <b>ALICIA M. FLORES</b> 2024-25 HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>RODERICK M. UNAJAN</b>	Noted by:  <b>MARY JEAN M. SAPAN</b> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSE IVY G. YEPES</b> PRESIDENT, VSU
Printed Name:			
Designation:			