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PR-2022-0913-62877



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

## PURCHASE REQUEST

PR No.: **GF-2022-09-01660**Date: **09-13-2022**Dept./Office: **CAS**Section/End-User: **Roderick M. Unajan**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **CAS-2023**

| Item #       | Item Description                    | Unit | Qty | Unit Cost | PAR/ICS | Total Cost       |
|--------------|-------------------------------------|------|-----|-----------|---------|------------------|
| 1            | Ink, Epson 003,Genuine Black 65mL   | btl  | 8   | 350.00    |         | 2,800.00         |
| 2            | Ink, EPSON 003,Genuine Cyan 65mL    | btl  | 8   | 350.00    |         | 2,800.00         |
| 3            | Ink, EPSON 003,Genuine Magenta 65mL | btl  | 8   | 350.00    |         | 2,800.00         |
| 4            | Ink, EPSON 003,Genuine Yellow 65mL  | btl  | 8   | 350.00    |         | 2,800.00         |
| <b>TOTAL</b> |                                     |      |     |           |         | <b>11,200.00</b> |

Purpose: For office use. Ink refilling

|                                                                                           |                                                |                                                                        |                                             |
|-------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------|
| Checked by:<br><br><b>MICHAEL ANTHONY JAY B. REGIS</b><br>TWG - IT Supplies and Equipment |                                                | Funds Available:<br><br><b>ALICIA M. FLORES</b><br>HEAD, BUDGET OFFICE |                                             |
| Signature:                                                                                | Requested by:<br><br><b>RODERICK M. UNAJAN</b> | Noted by:<br><br><b>MA. THERESA P. LORETO</b>                          | Approved by:<br><br><b>EDGARDO E. TULIN</b> |
| Printed Name:                                                                             | <b>RODERICK M. UNAJAN</b>                      | <b>MA. THERESA P. LORETO</b>                                           | <b>EDGARDO E. TULIN</b>                     |
| Designation:                                                                              | <b>END USER</b>                                | <b>UNIT HEAD, PROJECT LEADER</b>                                       | <b>PRESIDENT, VSU</b>                       |