



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

PURCHASE REQUEST

Dept./Office: **VIHS**

PR #: **GF-2020-10-00422**

Date: **10-23-2020**

Section/End-User: **Shalom Grace C. Sugano**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **JHS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Canon Pixma Ink Bottle, GI-790(Black)	btls	20	400.00	SHALOM GRACE C. SUGANO	8,000.00
Specification: Ink refill						
2	Canon Pixma Ink Bottle, GI-790(Cyan)	btls	10	400.00	SHALOM GRACE C. SUGANO	4,000.00
Specification: Refill ink canon						
3	Canon Pixma Ink Bottle, GI-790(Magenta)	btls	10	400.00	SHALOM GRACE C. SUGANO	4,000.00
Specification: Refill ink Canon						
4	Canon Pixma Ink Bottle, GI-790(Yellow)	btls	10	400.00	SHALOM GRACE C. SUGANO	4,000.00
Specification: Canon refill ink						
TOTAL						20,000.00
Purpose: For office use						
Checked by:				Funds Available:		
MICHAEL ANTHONY JAY B. REGIS				MYRNA S. PANCITO		
TWG - IT Supplies and Equipment				HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	SHALOM GRACE C. SUGANO		SHALOM GRACE C. SUGANO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	