PPMP #: *85-5-618-2022-7-0-4*

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

GF-2021-09-01007

# PURCHASE REQUEST

PR #: **GF-2021-09-01007** Date: **09-16-2021**

Dept./Office: **USSO**

Section/End-User: **Meriam M. Luna**

Funding Source: **General Fund - MOOE**

Category: **IT Supplies and Equipment**

Project Title/Code: **Office of the Institutional Student Programs and Services 2022 c/o ODS**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|---|---|---|---|---|---|---|
| 1 | **Ink, Epson, genuine (C) T664, 70 ml** | pieces | 2 | 350.00 | | 700.00 |
| 2 | **Ink, Epson, genuine (M) T664, 70 ml** | pieces | 2 | 350.00 | | 700.00 |
| 3 | **Ink, Epson, genuine, (BK) T664, 70 ml** | pieces | 6 | 350.00 | | 2,100.00 |
| 4 | **Ink, Epson, genuine, (Y) T664, 70 ml** | pieces | 2 | 350.00 | | 700.00 |
| | **TOTAL** | | | | | **4,200.00** |

Purpose: Office Use

| Checked by: | Funds Available: |
|---|---|
| **MICHAEL ANTHONY JAY B. REGIS** | **ALICIA M. FLORES** |
| TWG - IT Supplies and Equipment | HEAD, BUDGET OFFICE |

| | Requested by: | Noted by: | Approved by: |
|---|---|---|---|
| Signature: | | | |
| Printed Name: | **MERIAM M. LUNA** | **MANOLO B. LORETO JR.** | **EDGARDO E. TULIN** |
| Designation: | END USER | UNIT HEAD, PROJECT LEADER | PRESIDENT, VSU 9/22/21 |