



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

PURCHASE REQUEST

Dept./Office: **DDC**

PR #: **GF-2020-10-00421/1212**

Date: **10-15-2020**

Section/End-User: **Jesse C. Tulin**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

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

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink cartridge Cannon Pixma 810 black	pc	10	800.00	CHRISTINA A. GABRILLO	8,000.00
2	Ink Cartridge Canon Pixma 811 Color	pcs	10	1,100.00		11,000.00
3	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	6	350.00	CHRISTINA A. GABRILLO	2,100.00
4	Kyocera Taskalfa 2200 TK-4109 Toner	pcs	2	1,500.00	CHRISTINA A. GABRILLO	3,000.00
5	Printer Ink HP LaserJet Pro M225dw 83A	pcs	2	4,300.00	CHRISTINA A. GABRILLO	8,600.00
TOTAL						32,700.00

Purpose: for office supplies

Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: JESSE C. TULIN	Noted by: CHRISTINA A. GABRILLO	Approved by: EDGARDO E. TULIN
Printed Name:	JESSE C. TULIN	CHRISTINA A. GABRILLO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU