



PPMP #: 34-5-478-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **CAFS**PR #: **GF-2020-10-00206** /1262Date: **10-14-2020**Section/End-User: **Remenita J. Solis**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **CAFS 2020**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Keyboard USB	pcs	1	400.00		400.00
Specification: • Standard Keyboard with 104 Keys • USB Connection • Low Profile Key Caps • Minimum Key Noise • Laser Printing for Key Layout • Spill Resistant Design						
2	EPSON L220 Ink Cartridge Black	btls	3	300.00	REMENITA J. SOLIS	900.00
3	EPSON L220 Ink Cartridge Cyan	btls	3	300.00		900.00
4	EPSON L220 Ink Cartridge Magenta	btls	3	300.00		900.00
5	EPSON L220 Ink Cartridge Yellow	btls	3	300.00		900.00
TOTAL						4,000.00
Purpose: office supplies for cafs dean's office						
Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by: REMENITA J. SOLIS	Noted by: VICTOR B. ASIO		Approved by: EDGARDO E. TULIN		
Printed Name:						
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		