



PURCHASE REQUEST

Dept./Office: **DCST**PR #: **GF-2021-06-00326**Date: **06-11-2021**Section/End-User: **Magdalene C. Unajan**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DCST-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	RISO Ink	box	1	2,300.00		2,300.00
Specification: ?RISO Ink KZ type						
2	RISO Master Roll	box	2	1,320.00		2,640.00
Specification: ?RISO Master Roll KZ B4						
TOTAL						4,940.00
Purpose: For office supplies and reproduction of documents						
Checked by: <div style="text-align: center;"> MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment </div>				Funds Available: <div style="text-align: center;"> MYRNA S. PANCITO HEAD, BUDGET OFFICE </div>		
Signature: Printed Name: Designation:	Requested by: <div style="text-align: center;"> MAGDALENE C. UNAJan END USER </div>		Noted by: <div style="text-align: center;"> MAGDALENE C. UNAJan UNIT HEAD, PROJECT LEADER </div>		Approved by: <div style="text-align: center;"> EDGARDO E. TULIN PRESIDENT, VSU </div>	