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PR-2025-0408-265880



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

## PURCHASE REQUEST

PPMP No. : PPMP-2025-092424-0066

PR No.: STF-2025-04-00487

Date: 04-08-2025

Dept./Office: OHIGP

Category: Office Equipment

Duration: 2025-01-01

Section/End-User: Josefina L. Soria

Project Title/Code: VSU SPRING

to  
2025-12-31

Funding Source: Special Trust Fund

WATER 2025

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	2	350.00	LEOPOLDO S. ESCALA JR.	700.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	2	350.00		700.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	2	350.00		700.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	2	350.00		700.00
TOTAL						2,800.00

Purpose: Spring Water office supplies

Checked by:

NORMAN O. VILLAS

Funds Available:

ALICIA M. FLORES

TWG - Office Equipment

HEAD, BUDGET OFFICE

Signature:

Printed Name:

JOSEFINA L. SORIA

Prepared by:

Noted by:

LEOPOLDO S. ESCALA, JR.  
CRISLIN B. CRUZ

Approved by:

PROSE IVY G. YEPES

Designation:

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU