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PR-2025-0120-247483



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-011725-0864**Dept./Office: **VSUCO**PR No.: **GF-2025-01-00041**Date: **01-20-2025**Section/End-User: **Jenefer B. Jayme**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU Cebu Office**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	12	350.00		4,200.00
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						6,300.00

Purpose: Office Use

Checked by:		Funds Available:	
 NORMAN O. VILLAS TWG - Office Equipment		 ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	JENEFER B. JAYME	JENEFER B. JAYME	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU