



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-081125-1362**PR No.: **GF-2025-08-01118**Date: **08-28-2025**Dept./Office: **FAFS**Category: **IT Supplies and Equipment**Section/End-User: **Remenita J. Solis**Funding Source: **General Fund - MOOE**Project Title/Code: **FAFS GF PPMP 2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink Epson 6490 #008, yellow	boxes	2	300.00		600.00
2	Ink Epson 6490 #008, Magenta	boxes	2	300.00		600.00
3	Ink Epson 6490 #008, cyan	boxes	2	300.00		600.00
4	Ink Epson L6490 # 008 Black	btl	3	300.00		900.00
	TOTAL					2,700.00

Purpose: office supplies

Checked by: NORMAN O. VILLAS		Funds Available: ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Prepared by: REMENITA J. SOLIS	Noted by: SUZETTE B. LINA	Approved by: PROSE IVY G. YEPES
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			