



PPMP #: 22-2-350-2021-8-0-5



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

PURCHASE REQUEST

Dept./Office: **NARC**PR #: **GF -2020-10-00445** 1236Date: **10-14-2020**Section/End-User: **Luz O. Moreno**Category: **IT Supplies and Equipment**Funding Source: **General Fund - CO** 10005Project Title/Code: **RJNA 91.015.01**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	External Hard Disk Drive (Portable, 1TB), USB 3.0	unit	2	3,800.00	LUZ O. MORENO	7,600.00
2	Flash Drive, at least 32GB USB 3.0	piece	2	800.00	LUZ O. MORENO	1,600.00
3	Ink, Brother LC-539XL, Black	pc	5	470.00	LUZ O. MORENO	2,350.00
4	Ink, Brother LC-539XL, Cyan	pc	5	470.00	LUZ O. MORENO	2,350.00
5	Ink, Brother LC-539XL, Magenta	pc	5	470.00	LUZ O. MORENO	2,350.00
6	Ink, Brother LC-539XL, Yellow	pc	5	470.00	LUZ O. MORENO	2,350.00
7	Ink, Refill, UNIKIT for CIS black,yellow,cyan,magenta	set	1	790.00		790.00
TOTAL						19,390.00

Purpose: for IT supplies and Equipment

Checked by:		Funds Available:	
MICHAEL ANTHONY JAY B. REGIS		MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
	LUZ O. MORENO	LUZ O. MORENO	EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU