



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

bvt 1718
 10/16/20

PURCHASE REQUEST

Dept./Office: **CN**

PR #: **GF-2020-10-00199/0956**

Date: **10-14-2020**

Section/End-User: **Joel Rey U. Acob**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **CON-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Anti-virus Software	pc	1	5,000.00		5,000.00
2	Ink, Epson, genuine (M) T664, 70 ml	pieces	10	350.00		3,500.00
3	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	20	350.00		7,000.00
4	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	10	350.00		3,500.00
5	RISO Ink	box	3	2,300.00		6,900.00
Specification: RISO Ink KZ type						
TOTAL						25,900.00
Purpose: office use						
Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	JOEL REY U. ACOB		JOEL REY U. ACOB		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	