



GF-2020-10-00132

PPMP #: 58-5-1083-2021-7-0-0



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

**PURCHASE REQUEST**Dept./Office: **OP**PR #: **GF-2020-10-00132/1054**Date: **10-15-2020**Section/End-User: **Josefina M. Larrosa**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **OP-2021**

| Item # | Item Description | Unit | Qty | Unit Cost | PAR/ICS | Total Cost |
|--------------|--|------|-----|-----------|---------|------------------|
| 1 | HP Laser Jet Ink Cartridge CC364A Laser Jet P4014 printer | pcs | 1 | 7,500.00 | | 7,500.00 |
| 2 | Toner, NPG 67, Yellow for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine | pcs | 3 | 6,000.00 | | 18,000.00 |
| TOTAL | | | | | | 25,500.00 |

Purpose: Office use

Checked by:

MICHAEL ANTHONY JAY B. REGIS

TWG - IT Supplies and Equipment

Funds Available:

MYRNA S. PANCITO

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

JOSEFINA M. LARROSA

END USER

Noted by:

ALLEN GLENNIE P. LAMBERT

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU