



PURCHASE REQUEST

Dept./Office: **DAEEEx**PR #: **GF-2021-08-00681**Date: **08-31-2021**Section/End-User: **Karen Luz Y. Teves**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEEx GF - 301000000**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Gestetner DX-2430 Reisograph Copy Printer, 500ml	pieces	2	1,080.24	KAREN LUZ Y. TEVES	2,160.48
2	Master roll for DX-2430 copy printer, 100 cuts	pieces	2	1,960.00	KAREN LUZ Y. TEVES	3,920.00
3	Toner for Kyocera 2200, TK 4109	pcs	1	7,000.00	KAREN LUZ Y. TEVES	7,000.00

Specification:

Toner

Model: Kyocera 2200

TK 4109

TOTAL	13,080.48
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Purpose: For 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:

KAREN LUZ Y. TEVES

END USER

Noted by:

HENRY Y. GOLTIANO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU