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PR-2024-1007-228561



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0568**Dept./Office: **ITEEM**PR No.: **GF-2024-10-02345**Date: **10-07-2024**Section/End-User: **Shaira B. Manapsal**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **Advanced Education-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	10	350.00		3,500.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	5	350.00		1,750.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	5	350.00		1,750.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	5	350.00		1,750.00
TOTAL						8,750.00

Purpose: For office use.

Checked by: NORMAN O. VILLAS TWG - Office Equipment		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: SHAIRA B. MANAPSAL	Noted by: TEOFANES A. PATINDOL UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU