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PR-2025-0325-263005

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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-031025-1021**PR No.: **TF-2025-03-00411**Date: **03-25-2025**Dept./Office: **VISERDAC**Category: **Office Equipment**Duration: **2024-10-01**Section/End-User: **Lendelle Editha G. Cagasan**Project Title/Code: **20201050-1.122.2**to
2026-09-30Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	8	350.00		2,800.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	8	350.00		2,800.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	8	350.00		2,800.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	8	350.00		2,800.00
TOTAL						11,200.00

Purpose: For project use

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 LENDELLE EDITHA G. CAGASAN	 CRISLIN B. CRUZ	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU