



PPMP #: 54-5-664-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **PDDL**PR #: **GF-2020-10-00017/1172**Date: **10-14-2020**Section/End-User: **Victoria G. Palermo**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **PDDL 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink cartridge Cannon Pixma 810 black	pc	2	800.00		1,600.00
2	Ink Cartridge Canon Pixma 811 Color	pcs	2	1,100.00		2,200.00
3	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	2	350.00		700.00
TOTAL						4,500.00

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: VICTORIA G. PALERMO END USER	Noted by: LUCIA M. BORINES UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU