



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

PURCHASE REQUEST

Dept./Office: **USSO**

PR #: **GF-2020-10-00624**

Date: **10-16-2020**

Section/End-User: **Meriam M. Luna**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **USSO/ODS 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	2	350.00		700.00
2	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	500.00		500.00
TOTAL						1,200.00

Purpose: FOR OFFICE USE

Checked by:		Funds Available:	
MICHAEL ANTHONY JAY B. REGIS		MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MERIAM M. LUNA	MANOLO B. LORETO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU