



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-101625-1481**PR No.: **STF-2025-10-01258**Date: **10-21-2025**Dept./Office: **SPMO**Category: **IT Supplies and Equipment**Section/End-User: **Marife G. Gofredo**Funding Source: **Special Trust Fund - MOOE**Project Title/Code: **SPM 2025 SUPPLEMENT**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Toner Cartridge Apeosport 4020SD	pc	1	14,500.00		14,500.00

Specification:

1. Delivery of toner cartridge for FUJIFILM APEOSPORT 4020SD, 1-year warranty.

	TOTAL					14,500.00
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Purpose: For voucher preparation.

Checked by:		Funds Available:	
 NORMAN O. VILLAS		 ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
	 MARIFE G. GOFREDO	 DOREEN B. ALBA	 PROSEMY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU 10/28