



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-050525-1148**

Dept./Office: **BIDANI**

PR No.: **GF-2025-05-00655**

Date: **05-21-2025**

Section/End-User: **Melodina P. Edullantes**

Category: **Office Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **EXT01-BIDANI**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	desktop cpu core i5 13th gen. with accessories	unit	1	35,000.00		35,000.00

Specification:

Desktop CPU Processor (Core i5 13th gen) RAM 4GB, Hard drive SATA SSD with accessories (operating system and Microsoft office)

2	Ink, Epson 003,Genuine Black 65mL	btl	2	350.00		700.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	1	350.00		350.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	1	350.00		350.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	1	350.00		350.00
TOTAL						36,750.00

Purpose: for office use

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	MELODINA P. EDULLANTES	LILIAN B. NUÑEZ	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU