



STF-2020-10-00476

PPMP #: 101-1-222-2021-7-0-0



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

## PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2020-10-00476** 70678Date: **10-15-2020**Section/End-User: **Arnulfo T. Galenzoga**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **STF - ID FEE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cleaning kit of ID Machine	set	2	3,500.00		7,000.00
<b>Specification:</b> Cleaning kit for ID machine smart 50						
2	YMCKOK ribbon, 5 panel color ribbon, 250 images. Kyocera	boxes	20	6,200.00		124,000.00
<b>Specification:</b> YMCKOK ribbon, 5 panel color ribbon, 250 images. Kyocera						
<b>TOTAL</b>						<b>131,000.00</b>
Purpose: For office supplies						
Checked by:  <b>DIONESIO I. ESTUPA</b> TWG - IT Supplies and Equipment				Funds Available:  <b>MYRNA S. PANCITO</b> HEAD, BUDGET OFFICE 7/20/20		
Signature:	Requested by:  <b>ARNULFO T. GALENZOGA</b>		Noted by:  <b>MARWEN A. CASTAÑEDA</b>		Approved by:  <b>EDGARDO E. TULIN</b>	
Printed Name:	<b>ARNULFO T. GALENZOGA</b>		<b>MARWEN A. CASTAÑEDA</b>		<b>EDGARDO E. TULIN</b>	
Designation:	<b>END USER</b>		<b>UNIT HEAD, PROJECT LEADER</b>		<b>PRESIDENT, VSU</b>	