

OP#1234
9/6/21

PURCHASE REQUEST

Dept./Office: **DBM**PR #: **GF-2021-08-00693**Date: **09-01-2021**Section/End-User: **Sheillo G. Catorce**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DBM -2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Brother BT5000C Cyan	btls	30	350.00		10,500.00
2	Ink, Brother BT5000M Magenta	btls	20	350.00		7,000.00
3	Ink, Brother BT5000Y Yellow	btls	20	350.00		7,000.00
4	Ink, Brother BTD60BK, Black	btls	20	400.00		8,000.00
5	Ink, Epson, genuine (C) T664, 70 ml	pieces	30	350.00		10,500.00
6	Ink, Epson, genuine (M) T664, 70 ml	pieces	30	350.00		10,500.00
7	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	30	350.00		10,500.00
TOTAL						64,000.00

Purpose: Office Supplies

Checked by:		Funds Available:	
 DIONESIO I. ESTUPA		 MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	SHEILLO G. CATORCE	ANGELITA L. PARADERO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU