



PURCHASE REQUEST

Dept./Office: **OVPAA**PR #: **GF-2021-09-01080**Date: **09-21-2021**Section/End-User: **Erlinda S. Valenzona**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **OVPAA-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	HP Ink Cartridge 678 Black	piece	20	450.00		9,000.00
Specification: HP Ink Cartridge 678 Black						
2	HP Ink Cartridge 678 Tricolor	piece	10	450.00		4,500.00
Specification: HP Ink Cartridge 678 Tricolor						
3	Ink, Epson 003,Genuine Black 65mL	btl	10	350.00		3,500.00
4	Ink, EPSON 003,Genuine Cyan 65mL	btl	4	350.00		1,400.00
5	Ink, EPSON 003,Genuine Magenta 65mL	btl	4	350.00		1,400.00
6	Ink, EPSON 003,Genuine Yellow 65mL	btl	4	350.00		1,400.00
TOTAL						21,200.00
Purpose: for office use						
Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment				Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by: ERLINDA S. VALENZONA END USER		Noted by: BEATRIZ S. BELONIAS UNIT HEAD, PROJECT LEADER		Approved by: EDGARDO E. TULIN PRESIDENT, VSU	