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PR-2024-1004-228030



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092424-0502**

Dept./Office: **DFS**

PR No.: **GF-2024-10-02151**

Date: **10-04-2024**

Section/End-User: **Eraie Jane P. Manzano**

Category: **Office Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DFS-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	10	350.00		3,500.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	10	350.00		3,500.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	10	350.00		3,500.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	10	350.00		3,500.00
5	Kyocera Toner kit black TK-1175	btl	5	8,000.00		40,000.00
TOTAL						54,000.00

Purpose: For Office use

Checked by: NORMAN O. VILLAS TWG - Office Equipment	Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE
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Signature: Printed Name: Designation:	Prepared by: ERAIE JANE P. MANZANO	Noted by: ANGELICA P. BALDOS UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU
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