



PURCHASE REQUEST

Dept./Office: USSO	PR #: GF-2021-09-01009	Date: 09-16-2021
Section/End-User: Meriam M. Luna	Category: Office Supplies	
Funding Source: General Fund - MOOE	Project Title/Code: Office of the Student Welfare Services 2022 c/o ODS	

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson Premium Dye Ink, 1 liter, black	btls	1	1,700.00		1,700.00
Specification: can be used for Epson L series printers						
2	Paper, Bond, A4, S-24, 80 gsm	reams	15	289.00		4,335.00
3	Record Book, Big, 500 pages	pcs	10	115.00		1,150.00
TOTAL						7,185.00

Purpose: Office Use

Checked by: <div style="text-align: center;"> DOREEN B. ALBA TWG - Office Supplies </div>		Funds Available: <div style="text-align: center;"> ALICIA M. FLORES HEAD, BUDGET OFFICE </div>	
Signature: Printed Name: MERIAM M. LUNA Designation: END USER	Requested by: MANOLO B. LORETO JR. UNIT HEAD, PROJECT LEADER	Noted by: EDGARDO E. TULIN PRESIDENT, VSU	Approved by: EDGARDO E. TULIN PRESIDENT, VSU