



GF-2020-10-00624

PPMP #: 85-5-618-2021-9-0-210/26/20



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

PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2020-10-00624/1206**Date: **10-16-2020**Section/End-User: **Meriam M. Luna**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **USSO/ODS 2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	2	350.00		700.00
2	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	1	500.00		500.00
TOTAL						1,200.00

Purpose: FOR OFFICE USE

Checked by:

MICHAEL ANTHONY JAY B. REGIS

Funds Available:

MYRNA S. PANCITO

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

MERIAM M. LUNA

END USER

Noted by:

MANOLO B. LORETO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU