



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

OV# 1756
10/16/20

PURCHASE REQUEST

Dept./Office: **OVPPRGAS**

PR #: **GF -2020-10-00172/0930**

Date: **10-14-2020**

Section/End-User: **Jansel Joi C. Villas**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - CO**

Project Title/Code: **OVPPRGAS-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink HP GT51 Black (K)	btls	12	300.00		3,600.00
2	Ink HP GT52 Cyan (C)	btls	10	300.00		3,000.00
3	Ink HP GT52 Magenta (M)	btls	10	300.00		3,000.00
4	Ink HP GT52 Yellow (Y)	btls	10	300.00		3,000.00
5	Ink, Epson 003,Genuine Black 65mL	btl	20	350.00		7,000.00
6	Ink, EPSON 003,Genuine Cyan 65mL	btl	20	350.00		7,000.00
7	Ink, EPSON 003,Genuine Magenta 65mL	btl	20	350.00		7,000.00
8	Ink, EPSON 003,Genuine Yellow 65mL	btl	20	350.00		7,000.00
TOTAL						40,600.00

Purpose: Office supplies

Checked by: DIONESIO I. ESTUPA		Funds Available: MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: JANSEL JOI C. VILLAS	Noted by: DILBERTO O. FERRAREN	Approved by: EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU