



GF-2020-10-00353

PPMP #: 134-5-340-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **RAO**PR #: **GF-2020-10-00353 /1317**Date: **10-14-2020**Section/End-User: **Maria Roberta S. Miraflor**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **Records and Archives Office-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	External Hard Disk Drive (Portable, 1TB), USB 3.0	unit	1	3,800.00		3,800.00
2	Ink, Epson 003, Genuine Black 65mL	btl	1	350.00		350.00
3	Ink, EPSON 003, Genuine Cyan 65mL	btl	1	350.00		350.00
4	Ink, EPSON 003, Genuine Magenta 65mL	btl	1	350.00		350.00
5	Ink, EPSON 003, Genuine Yellow 65mL	btl	1	350.00		350.00
6	Kyocera Taskalfa 2200 TK-4109 Toner	pcs	1	1,500.00		1,500.00
7	Toner, TN118 (Genuine), for Ineo 206/226	tubes	1	3,437.50		3,437.50

Specification:

TOTAL**10,137.50**

Purpose: for office use

Checked by:

DIONESIO I. ESTUPA

Funds Available:

MYRNA S. PANCITO

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE 10/14/20

Signature:

Printed Name:

Designation:

Requested by:

MARIA ROBERTA S. MIRAFLOR

END USER 10/14/2020

Noted by:

MARIA ROBERTA S. MIRAFLOR

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU