



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

PURCHASE REQUEST

Dept./Office: **OP**PR #: **GF-2020-10-00132/1054**Date: **10-15-2020**Section/End-User: **Josefina M. Larrosa**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **OP-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	HP Laser Jet Ink Cartridge CC364A Laser Jet P4014 printer	pcs	1	7,500.00		7,500.00
2	Toner, NPG 67, Yellow for Canon C3320 Image Runner Advance (photocopier, printer/scanner) machine	pcs	3	6,000.00		18,000.00
TOTAL						25,500.00

Purpose: Office use

Checked by:		Funds Available:	
MICHAEL ANTHONY JAY B. REGIS		MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JOSEFINA M. LARROSA	ALLEN GLENNIE P. LAMBERT	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU