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PR-2024-0115-169783



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

PURCHASE REQUEST

PPMP No. : 41-5-1493-2024-7-0-1

PR No.: GF-2024-01-00072

Date: 01-15-2024

Dept./Office: NSTP/CWTS

Category: IT Supplies and Equipment

Section/End-User: Marlon V. Dampios

Funding Source: General Fund - MOOE

Project Title/Code: NSTP Director Office Supplies

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	15	350.00		5,250.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	10	350.00		3,500.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	10	350.00		3,500.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	8	350.00		2,800.00
5	Microsoft Office 2021 Professional Plus Perpetual License	unit	1	7,000.00		7,000.00

Specification:

- Includes Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher Access and Teams
- You will receive a License Key Card inside a Sealed Box
- The License is Perpetual / No Expiration.
- This is One-time purchase for 1 PC
- Compatible with Windows 11 and Windows
- Works with Microsoft Teams

TOTAL						22,050.00
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Purpose: NSTP Director Office Supplies

Checked by:		Funds Available:	
	DIONESIO I. ESTUPA		ALICIA M. FLORES
	TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MARLON V. DAMPIOS		
Designation:	END USER	UNIT HEAD, PROJECT LEADER	OIC-PRESIDENT, VSU