



## PURCHASE REQUEST

Dept./Office: **PO**PR #: **GF-2020-10-00752**Date: **02-28-2021**Section/End-User: **Jessamine C. Ecleo**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **PO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Flash Drive, at least 32GB USB 3.0	piece	3	800.00	JESSAMINE C. ECLEO	2,400.00
2	Ink, Epson 003, Genuine Black 65mL	btl	15	350.00		5,250.00
3	Ink, EPSON 003, Genuine Cyan 65mL	btl	10	350.00		3,500.00
4	Ink, EPSON 003, Genuine Magenta 65mL	btl	10	350.00		3,500.00
5	Ink, EPSON 003, Genuine Yellow 65mL	btl	10	350.00		3,500.00
6	Ink, Epson, genuine (C) T664, 70 ml	pieces	7	350.00		2,450.00
7	Ink, Epson, genuine (M) T664, 70 ml	pieces	7	350.00		2,450.00
8	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	17	350.00		5,950.00
9	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	7	350.00		2,450.00
10	Wireless Optical Mouse	pcs	2	1,000.00	JESSAMINE C. ECLEO	2,000.00

**Specification:**

- Adjustable 500/1000 DPI high-definition tracking engine
- Reliable 2.4GHz wireless connection, perfect for anti-jamming
- Supports 4D scroll wheel and optical buttons No installation software or drivers required: plug and play
- Powered by 2 x AA alkaline batteries, you can use this mouse with only one battery

**TOTAL****33,450.00**

Purpose: For office use

Checked by:

**MICHAEL ANTHONY JAY B. REGIS**

TWG - IT Supplies and Equipment

Funds Available:

**MYRNA S. PANCITO**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**JESSAMINE C. ECLEO**

END USER

Noted by:

**JESSAMINE C. ECLEO**

UNIT HEAD, PROJECT LEADER

Approved by:

**EDGARDO E. TULIN**

PRESIDENT, VSU

**RECEIVED**  
**MAR 05 2021**

BY: \_\_\_\_\_





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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:	JESSAMINE C. ECLEO	JESSAMINE C. ECLEO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU