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PR-2024-1001-226784



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-090424-0394**Dept./Office: **ARIC**PR No.: **GF-2024-10-01775**Date: **10-16-2024**Section/End-User: **Maria Rhoda A. Salas**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **VSU-IP-2022-12**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	HP OfficeJet Pro 8020 Ink Cartridges (Set)	set	1	12,000.00		12,000.00
Specification: Ink replacement cartridge specifically for HP OfficeJet Pro 8020 unit. Colors: Cyan, Magenta, Yellow and Black						
2	Ink, Epson 003,Genuine Black 65mL	btl	2	350.00		700.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	2	350.00		700.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	2	350.00		700.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	2	350.00		700.00
TOTAL						14,800.00

Purpose: Office Supplies for the Project

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

MARIA RHODA A. SALAS

Noted by:

ANABELLA B. TULIN

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU