



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

PURCHASE REQUEST

Dept./Office: **OVPPRGAS**

PR No.: **GF-2022-09-01490**

Date: **09-08-2022**

Section/End-User: **JANSEL JOI C. VILLAS**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **OVPPRGAS-2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson 001 ink, Black, 127ml, Genuine	btls	3	600.00	JANSEL JOI C. VILLAS	1,800.00
2	Epson 001 ink, Magenta, Genuine	btls	5	350.00	JANSEL JOI C. VILLAS	1,750.00
3	Epson 001 ink, Yellow, Genuine	btls	5	350.00	JANSEL JOI C. VILLAS	1,750.00
4	Microsoft Office Home & Student 2019, 1 Perpetual License, Medialess	pcs	3	7,500.00		22,500.00

Specification:

- ?One-time purchase for 1 PC or Mac
- ?Classic 2019 versions of Word, Excel, and PowerPoint
- ?Microsoft support included for 60 days at no extra cost
- ?Licensed for home use

TOTAL

27,800.00

Purpose: For office use

Checked by:

MICHAEL ANTHONY JAY B. REGIS

Funds Available:

ALICIA M. FLORES

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE *OVPPRGAS - IN*

Signature:

Requested by:

Noted by:

Approved by:

Printed Name:

JANSEL JOI C. VILLAS

DILBERTO O. FERRAREN

EDGARDO E. TULIN

Designation:

END USER

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU