



PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2021-06-00309**Date: **06-07-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **STF-Registration Fee**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	ID Ribbon Printer, P-YMCKOK Ribbon for Smart ID 51 Printer	pcs	10	6,200.00	ARNULFO T. GALENZOGA	62,000.00
Specification: <ul style="list-style-type: none"> ID Ribbon Printer, P-YMCKOK Ribbon for Smart ID 51 Printer "659515" 						
TOTAL						62,000.00
Purpose: FOR ID OF NEW STUDENTS, FACULTY AND STAFF						
Checked by: <div style="text-align: center;"> MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment </div>				Funds Available: <div style="text-align: center;"> MYRNA S. PANCITO HEAD, BUDGET OFFICE </div>		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	ARNULFO T. GALENZOGA		MARWEN A. CASTAÑEDA		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	