



GF-2020-10-00256



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

PPMP #: 16-S-1063-2021-B-0-0

PURCHASE REQUEST

Dept./Office: DPM

PR #: GF-2020-10-00256 /1215

Date: 10-14-2020

Section/End-User: Sheryl M. Suyom

Category: IT Supplies and Equipment

Funding Source: General Fund - MOOE

Project Title/Code: DPM-2020

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	External Hard Disk Drive, 500GB, USB 3.0	piece	2	3,500.00		7,000.00
2	Flash Drive, at least 32GB USB 3.0	piece	2	800.00		1,600.00
3	Ink, Epson, genuine (C) T664, 70 ml	pieces	5	350.00		1,750.00
4	Ink, Epson, genuine (M) T664, 70 ml	pieces	5	350.00		1,750.00
5	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	5	350.00		1,750.00
6	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	5	350.00		1,750.00
7	UPS, at least 500 w	piece	2	2,550.00		5,100.00
TOTAL						20,700.00

Purpose: For instructional use.

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:	SHERYL M. SUYOM	JESUSITO L. LIM	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU