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PR-2024-0923-224247



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-091724-0427**Dept./Office: **USHER**PR No.: **GF-2024-09-01718**Date: **09-23-2024**Section/End-User: **Clara P. Mercado**Category: **Printing Services**Funding Source: **General Fund - MOOE**Project Title/Code: **Office supplies TONER**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Kyocera toner kit TK-1175	btls	3	8,000.00		24,000.00
	TOTAL					24,000.00

Purpose: for printing/office use

Checked by:

MARIANE U. DELA PEÑA

TWG - Printing Services

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

CLARA P. MERCADO

Noted by:

ELWIN JAY V. YU

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU