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PR-2024-1024-231943



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-101724-0789**Dept./Office: **PPO**PR No.: **GF-2024-10-03067**Date: **11-12-2024**Section/End-User: **April Rose . Posas**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ILEU OFFICE SUPPLIES-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson 001 ink, Black, 127ml, Genuine	btls	20	600.00		12,000.00
2	Epson 001 ink, Cyan, Genuine	btls	20	350.00		7,000.00
3	Epson 001 ink, Magenta, Genuine	btls	20	350.00		7,000.00
4	Epson 001 ink, Yellow, Genuine	btls	20	350.00		7,000.00
5	External Hard Disk Drive (Portable, 1TB), USB 3.1	unit	2	3,500.00		7,000.00

Specification:

- **Type:** Portable
- **Capacity:** 1TB
- **Interface:** USB 3.1 (Max. 5 Gb/s)
- **Texture:** Plastic/Rubber
- **Operating Voltage:** DC 5V, 900mA
- **System Requirements:**
 - Windows XP / Vista / 7 / 8 / 8.1 / 10
 - Mac OS X 10.6 or later
 - Linux Kernel 2.6 or later
- **Additional Features:** Shock-absorbing

TOTAL**40,000.00**

Purpose: FOR OFFICE USE

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

APRIL ROSE . POSAS

Noted by:

CLINT C. SARVIDA

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU