



PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-09-01047**Date: **09-17-2021**Section/End-User: **Windy O. Tuyan**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **MMDC-2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Copy Printer Ink (black) CPI 10 for Ricoh and Gestetner	boxes	10	1,080.24		10,802.40
Specification: 500ML/BOX CPI 10						
2	Copy printer Master, CPMT 21 for Ricoh and Gestetner	rolls	10	1,960.00		19,600.00
Specification: 300G/ROLL CPMT 21						
3	Friction Pad Assembly C23 1286L	pcs	5	670.00		3,350.00
Specification: • C23 1286L • for Gestetner Machine DX 2430 Copy Printer						
4	Paper Delivery Transport Belt C23 13878 compatible with Ricoh and Gestetner	pcs	5	1,904.34		9,521.70
TOTAL						43,274.10

Purpose: For office use.

Checked by:		Funds Available:	
MICHAEL ANTHONY JAY B. REGIS		ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	WINDY O. TUYAN	JED ASAPH D. CORTES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU