



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

PURCHASE REQUEST

Dept./Office: **NARC**

PR #: **GF -2020-10-00434** / 1238

Date: **10-14-2020**

Section/End-User: **Luz O. Moreno**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - CO** *note*

Project Title/Code: **RJNA.87.018 Sdy 1**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Carriage, LC535XL - Cyan, DCP-J100	box	3	400.00	LUZ O. MORENO	1,200.00
2	Ink, Carriage, LC535XL - Magenta, DCP-J100	box	3	400.00	LUZ O. MORENO	1,200.00
3	Ink, Carriage, LC535XL-Yellow, DCP-J100	box	3	400.00	LUZ O. MORENO	1,200.00
4	Ink, Carriage, LC 539XL-BK, DCP-J100	box	3	450.00	LUZ O. MORENO	1,350.00
TOTAL						4,950.00

Purpose: for IT supplies and Equipment

Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: LUZ O. MORENO END USER	Noted by: LUZ O. MORENO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU