

OP# 1870-1873  
11/9/21

TO  
VPAA

#: 101-1-222-2022-7-0-4



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



STF-2021-10-01370

## PURCHASE REQUEST

Dept./Office: **REGISTRAR**

PR #: **STF-2021-10-01370**

Date: **10-19-2021**

Section/End-User: **Arnulfo T. Galenzoga**

Category: **Office Supplies**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF-GRADUATION & DIPLOMA FEE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson 003 Ink Bottle for Epson L3150, Black	btls	18	400.00		7,200.00
Specification:  <b>Epson 003 Ink Bottle for Epson L3150, Black</b>						
2	Epson 003 Ink Bottle for Epson L3150, CYAN	btls	12	400.00		4,800.00
Specification:  Epson 003 Ink Bottle for Epson L3150, CYAN						
3	Epson 003 Ink Bottle for Epson L3150, MAGENTA	btls	12	400.00		4,800.00
Specification:  Epson 003 Ink Bottle for Epson L3150, MAGENTA						
4	Epson 003 Ink Bottle for Epson L3150, YELLOW	btls	12	400.00		4,800.00
Specification:  Epson 003 Ink Bottle for Epson L3150, YELLOW						
5	Notarial seal with adhesive #24-21/8" (40pcs/pack)	packs	100	30.00		3,000.00
6	Paper, Bond, A4, S-20, 70 gsm	reams	50	253.00		12,650.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
<b>TOTAL</b>						<b>51,700.00</b>

Purpose: For office use

Checked by:		Funds Available:	
<b>JED ASAPH D. CORTES</b>		<b>ALICIA M. FLORES</b>	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	<b>ARNULFO T. GALENZOGA</b>	<b>MARWEN A. CASTAÑEDA</b>	<b>EDGARDO E. TULIN</b>
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU