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PR-2025-0121-247935



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-011625-0854**PR No.: **GF-2025-01-00061**Date: **01-21-2025**Dept./Office: **ORDENS**Category: **Office Equipment**Section/End-User: **Monica E. Sacmar**Project Title/Code: **RDE Network.A.III.C**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Epson Eco Tank L3210 A4 All-in one Ink Tank Printer	unit	1	9,000.00		9,000.00
2	Ink, Epson 003,Genuine Black 65mL	btl	10	350.00		3,500.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	5	350.00		1,750.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	5	350.00		1,750.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	5	350.00		1,750.00
TOTAL						17,750.00

Purpose: Office use for 2025

Checked by: NORMAN O. VILLAS TWG - Office Equipment		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: MONICA E. SACMAR	Noted by: SANTIAGO J. PEÑA JR. UNIT HEAD, PROJECT LEADER	Approved by: PROSPERO W. G. YEPES PRESIDENT, VSU
Printed Name:			
Designation:			