

SCAN HERE



PR-2024-0115-169783



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

## PURCHASE REQUEST

PPMP No. : **41-5-1493-2024-7-0-1**PR No.: **GF-2024-01-00072**Date: **01-15-2024**Dept./Office: **NSTP/CWTS**Category: **IT Supplies and Equipment**Section/End-User: **Marlon V. Dampios**Funding Source: **General Fund - MOOE**Project Title/Code: **NSTP Director Office Supplies**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink, Epson 003,Genuine Black 65mL	btl	15	350.00		5,250.00
2	Ink, EPSON 003,Genuine Cyan 65mL	btl	10	350.00		3,500.00
3	Ink, EPSON 003,Genuine Magenta 65mL	btl	10	350.00		3,500.00
4	Ink, EPSON 003,Genuine Yellow 65mL	btl	8	350.00		2,800.00
5	Microsoft Office 2021 Professional Plus Perpetual License	unit	1	7,000.00		7,000.00

**Specification:**

- Includes Classic 2021 versions of Word, Excel, PowerPoint, and Outlook, plus Publisher Access and Teams
- You will receive a License Key Card inside a Sealed Box
- The License is Perpetual / No Expiration.
- This is One-time purchase for 1 PC
- Compatible with Windows 11 and Windows
- Works with Microsoft Teams

<b>TOTAL</b>						<b>22,050.00</b>
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Purpose: NSTP Director Office Supplies

Checked by:

  
**DIONESIO I. ESTUPA**

Funds Available:

  
**ALICIA M. FLORES**

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

**MARLON V. DAMPIOS**

END USER

Noted by:

  
**JOY A. BELLEN**

UNIT HEAD, PROJECT LEADER

Approved by:

**DANIEL LESLIE S. TAN**

OIC-PRESIDENT, VSU