



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

## PURCHASE REQUEST

Dept./Office: **NCRC**

PR #: **GF-2020-10-00564/1430**

Date: **10-15-2020**

Section/End-User: **Antonio Y. Abayabay**

Category: **IT Supplies and Equipment**

Funding Source: **General Fund - MOOE**

Project Title/Code: **NCRC-2020**

| Item #       | Item Description                      | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost      |
|--------------|---------------------------------------|--------|-----|-----------|---------|-----------------|
| 1            | Ink, Epson, genuine (C) T664, 70 ml   | pieces | 3   | 350.00    |         | 1,050.00        |
| 2            | Ink, Epson, genuine (M) T664, 70 ml   | pieces | 3   | 350.00    |         | 1,050.00        |
| 3            | Ink, Epson, genuine, (BK) T664, 70 ml | pieces | 10  | 350.00    |         | 3,500.00        |
| 4            | Ink, Epson, genuine, (Y) T664, 70 ml  | pieces | 4   | 350.00    |         | 1,400.00        |
| <b>TOTAL</b> |                                       |        |     |           |         | <b>7,000.00</b> |

Purpose: Office use

|                                              |                                                 |                                                 |                                             |
|----------------------------------------------|-------------------------------------------------|-------------------------------------------------|---------------------------------------------|
| Checked by:<br><br><b>DIONESIO I. ESTUPA</b> |                                                 | Funds Available:<br><br><b>MYRNA S. PANCITO</b> |                                             |
| TWG - IT Supplies and Equipment              |                                                 | HEAD, BUDGET OFFICE <b>78113</b>                |                                             |
| Signature:                                   | Requested by:<br><br><b>ANTONIO Y. ABAYABAY</b> | Noted by:<br><br><b>MA. JULIET C. CENIZA</b>    | Approved by:<br><br><b>EDGARDO E. TULIN</b> |
| Printed Name:                                | <b>ANTONIO Y. ABAYABAY</b>                      | <b>MA. JULIET C. CENIZA</b>                     | <b>EDGARDO E. TULIN</b>                     |
| Designation:                                 | <b>END USER</b>                                 | <b>UNIT HEAD / PROJECT LEADER</b>               | <b>PRESIDENT, VSU</b>                       |