



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

PURCHASE REQUEST

PPMP No. : **180-5-605-2023-2-0-2**PR No.: **GF-2023-03-00408**Date: **03-17-2023**Dept./Office: **OUS**Category: **IT Supplies and Equipment**Section/End-User: **Antonieta D. Israel**Funding Source: **General Fund - MOOE**Project Title/Code: **OUS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Anti-virus Software, at least 3 users	pc	2	5,000.00		10,000.00
Specification: anti-malware anti-ransomware anti-hacking perpetual license						
2	Computer Keyboard USB	pcs	3	400.00		1,200.00
Specification: ?Standard Keyboard with 104 Keys ?USB Connection ?Low Profile Key Caps ?Minimum Key Noise ?Laser Printing for Key Layout ?Spill Resistant Design						
3	genuine microsoft office 365 Pro Plus	pcs	1	8,500.00		8,500.00
Specification: good for 5 laptops/pcs genuine microsoft office 365 Pro Plus						
4	Mouse, Wired, Optical, USB	pieces	3	210.00		630.00
Specification: ?USB Port Connectivity ?Sensor: Optical ?DPI: 1600 ?Work method: Wired ?Buttons: Left button, middle button, right button						

?Scroll wheel direction: Two way

?Design highlights: Easy installation. 1600 DPI high-definition tracking engine. Anti-slip scroll wheel. Full-size, ambidextrous design

TOTAL

20,330.00

Purpose: For office use

Checked by:

DIONESIO I. ESTUPA

Funds Available:

ALICIA M. FLORES

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

ANTONIETA D. ISRAEL

END USER

Noted by:

GUIRALDO C. FERNANDEZ JR.

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU