



PURCHASE REQUEST

Dept./Office: **PO**PR #: **GF-2021-09-01111**Date: **09-24-2021**Section/End-User: **Jessamine C. Ecleo**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **BAC 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Fuji Xerox DocuCentre S2110 drum cartridge CT351075	pc	1	15,000.00		15,000.00
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
6	Ink, Epson, genuine (C) T664, 70 ml	pieces	10	350.00		3,500.00
7	Ink, Epson, genuine (M) T664, 70 ml	pieces	10	350.00		3,500.00
8	Ink, Epson, genuine, (BK) T664, 70 ml	pieces	20	350.00		7,000.00
9	Ink, Epson, genuine, (Y) T664, 70 ml	pieces	10	350.00		3,500.00
10	Toner for Develop iNeo 164 Copier	piece	1	3,125.00		3,125.00
TOTAL						44,375.00

Purpose: For office use

Checked by: MICHAEL ANTHONY JAY B. REGIS		Funds Available: ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: JESSAMINE C. ECLEO END USER	Noted by: JESSAMINE C. ECLEO UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU