



PURCHASE REQUEST

Dept./Office: **DAEEEx**PR #: **GF-2021-09-00746**Date: **09-07-2021**Section/End-User: **Karen Luz Y. Teves**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DAEEEx-GF 301000000 2022**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Gestetner Copy Printer Master, M6123-CPMT21	roll	2	1,700.00		3,400.00
2	Ink, Gestetner Digital Copy Printer M6123	piece	2	1,100.00		2,200.00
3	Kyocera Taskalfa 2200 TK-4109 Toner	pcs	1	7,300.00		7,300.00
TOTAL						12,900.00

Purpose: for office use

Checked by: NORMAN O. VILLAS		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
TWG - IT Supplies and Equipment			
Signature:	Requested by: KAREN LUZ Y. TEVES	Noted by: KAREN LUZ Y. TEVES	Approved by: EDGARDO E. TULIN
Printed Name:	KAREN LUZ Y. TEVES	KAREN LUZ Y. TEVES	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU