



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

## PURCHASE REQUEST

Dept./Office: **DOPAC**PR #: **GF-2020-10-00728/1434**Date: **10-27-2020**Section/End-User: **Thelma P. Apas**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **DoPAC-2021**

| Item #                                                                                                                                                                                                                                                                                                                                                                             | Item Description                      | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------|-----|-----------|---------|-----------------|
| 1                                                                                                                                                                                                                                                                                                                                                                                  | HP Ink Cartridge 678 Black            | piece  | 2   | 450.00    |         | 900.00          |
| <b>Specification:</b><br><br>HP Ink Cartridge 678 Black                                                                                                                                                                                                                                                                                                                            |                                       |        |     |           |         |                 |
| 2                                                                                                                                                                                                                                                                                                                                                                                  | Ink, Epson, genuine, (BK) T664, 70 ml | pieces | 3   | 350.00    |         | 1,050.00        |
| 3                                                                                                                                                                                                                                                                                                                                                                                  | Mouse, Wired Optical, PS/2            | pc     | 2   | 210.00    |         | 420.00          |
| <b>Specification:</b> <ul style="list-style-type: none"> <li>Ergonomic Design: Symmetric</li> <li>Sensor : Optical</li> <li>Type: Wired (PS2)</li> <li>System Requirements: Windows XP / Vista / 7 / 8 / 8.1 / 10</li> <li>2 buttons + scrolling wheel optical mouse</li> <li>Works on most surfaces</li> <li>Microsoft system compatible</li> <li>Resolution: 1000 DPI</li> </ul> |                                       |        |     |           |         |                 |
| <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                       |                                       |        |     |           |         | <b>2,370.00</b> |

Purpose: For office use

Checked by:

**MICHAEL ANTHONY JAY B. REGIS**

TWG - IT Supplies and Equipment

Funds Available:

**MYRNA S. PANCITO**HEAD, BUDGET OFFICE *8/11/3*

|               |                       |                                |                         |
|---------------|-----------------------|--------------------------------|-------------------------|
| Signature:    | Requested by:         | Noted by:                      | Approved by:            |
| Printed Name: | <b>THELMA P. APAS</b> | <b>JACOB GLENN F. JANSALIN</b> | <b>EDGARDO E. TULIN</b> |
| Designation:  | END USER              | UNIT HEAD, PROJECT LEADER      | PRESIDENT, VSU          |