

SCAN HERE



PR-2025-0725-286964



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0564**Dept./Office: **DMet**PR No.: **GF-2025-07-00914**Date: **07-25-2025**Section/End-User: **Jonalyn A. Bulawan**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **Procurement -2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Ink for Epson L6290 Printer (BK, C, M & Y)	lot	1	1,400.00	CHARLINDO S. TORRION	1,400.00
<b>TOTAL</b>						<b>1,400.00</b>

Purpose: Use in office printer.

Checked by:  <b>NORMAN O. VILLAS</b> TWG - Office Equipment		Funds Available:  <b>ALICIA M. FLORES</b> HEAD, BUDGET OFFICE	
Signature:  Printed Name: <b>JONALYN A. BULAWAN</b> Designation:	Prepared by:  <b>JONALYN A. BULAWAN</b>	Noted by:  <b>CHARLINDO S. TORRION</b> <del><b>RUD LUIS G. GONZAGA</b></del> UNIT HEAD, PROJECT LEADER	Approved by:  <b>PROSPERO G. VERES</b> PRESIDENT, VSU