



GF-2020-10-00403

PPMP #: 71-5-178-2021-8-0-1



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

PURCHASE REQUEST

Dept./Office: **BuO**PR #: **GF-2020-10-00403/1088**Date: **10-15-2020**Section/End-User: **Myrna S. Pancito**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **Budget-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	External Hard Disk Drive (Portable, 1TB), USB 3.0	unit	1	3,800.00	MONA NENA B. GERALDO	3,800.00
2	Ink, Epson 003,Genuine Black 65mL	btl	3	350.00		1,050.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	2	350.00		700.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	2	350.00		700.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	2	350.00		700.00
6	Toner, TN118 (Genuine), for Ineo 206/226	tubes	2	3,437.50		6,875.00

Specification:

TOTAL**13,825.00**

Purpose: For office use

Checked by:

DIONESIO I. ESTUPA

Funds Available:

MYRNA S. PANCITO

TWG - IT Supplies and Equipment

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Requested by:

MYRNA S. PANCITO

END USER

Noted by:

MYRNA S. PANCITO

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULINA

PRESIDENT, VSU