



April 6, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Daniel Leslie S. Tan**
Vice-President for Administration and Finance

Dear Dr. Tulin,

I am writing this to kindly request an **emergency purchase** of 1 unit of desktop computer (CPU only) and 1 unit of printer, as specified in the table below, **charged to the university funds**.

A desktop computer (DTC) and an inkjet printer of the Institute have ceased to work now despite technical efforts undertaken. Reasons vary, such as voltage destabilizations being experienced before (as budget constraints to purchase UPS immediately), overheating due to unstable required room temperature (as the air conditioner unit also ceased working for 3 years now), and obsolescence of the DTC and the printer (purchased in 2012 and 2014, respectively) contributed the most.

The equipment mentioned are being used by the Institute's Administrative Assistant who is handling major administrative works, and at the same time, doing the desktop publishing/laying out of reports, manuals, and other IEC materials. Thereby, the equipment's impairment slows down parts of the major Institute's process flow. Temporarily, the Admin Assistant is using a laptop in delivering her tasks, limiting to only what the laptop (ExpertBook Essential) can offer in performing her complex job.

Below are the specifications of the equipment needed:

Qty.	Specifications	Unit Cost
1 unit	DESKTOP COMPUTER (CPU ONLY)	65,000.00
	Intel Core i7-10700 8Cores 2.90GHZ	
	Gigabyte GA-b460m-Power Mobo	
	Memory: 8GB DDR4	
	HDD: 1TB	
	Kingston SA400S37/480GB SSD	
	Optical Disk Drive	
	Video Card: MSI 1050ti	
	Huntkey GS600 600W PSU	
	Aerocool Playa Casing	
	UPS	
	With: Licensed Microsoft Windows 10	
	Licensed Adobe Photoshop CS5	
	Licensed Adobe InDesign (2014 ver)	
1 unit	(HP) SMART TANK WIRELESS ALL-IN-ONE PRINTER	10,500.00
	Connectivity: Hi-Speed USB 2.0, Wi-Fi, Bluetooth LE	