

Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte
SUPPLY & PROPERTY MANAGEMENT

INSPECTION & ACCEPTANCE REPORT

Supplier: **PHILCOPY CORPORATION**
 P.O No.: **PO-STF-CO-2025-09-0635**
 Office/Dept: **CaO**

IAR No: 25-10-1251
 Date: 2025-09-22
 120,000.00 STF-2025-07-00900

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	unit	Full-Color Digital Copier	1	1	2025-09-19 #: DR-18823/SI-30121	0	Completed

Specification:

BASIC SPECIFICATIONS

- Full Color Digital Copier with Network Printing, Color Scanning and Network Fax
- Copy and Print speed of 35 copies per minute, A4
- 7-inch Color Touch Screen Panel, Speaker for Job Notification
- Scan speed of 60 images per minute on monochrome, 40 images per minute on color at 300dpi, A4
- Warm-up time 26 seconds or less
- Original Size and Copy Size is from A6 up to Legal
- Standard Memory Capacity is 1.5GB and is upgradable to a maximum of 3GB
- Input paper capacity of 250-sheets universal paper cassette and 100-sheets multi purpose tray
- Maintenance Kit is up to 200,000 copies
- Built-in Duplex Unit
- Built-in Document Processor with a capacity of 100 sheets
- Compatible with Windows, Macintosh, Linux, Unix
- Built-in Gigabit Network, USB 2.0 and two USB Host Connection
- Support Kyocera Mobile Print/Scan, Kyocera Mypanel, Airprint, and Mopria
- Low Power consumption copying/printing 479.1W/ 449.1W, Sleep mode: 0.05W

INSPECTION

ACCEPTANCE

Inspected:

9/22/25

Date Received:

9/22/25

☒ Inspected, verified and found in order
as to quantity and specifications

☒ Complete

☐ Others: _____

☐ Partial



MARK LOUIS L. GARCES

Inspector



DOREEN B. ALBA

Head, Supply & Property Management