



October 3, 2023

Dr. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Ms. ALICIA M. FLORES**
Head, Budget Office

Dear Sir,

Good day!

I am writing to formally request a budget allocation for the procurement of tool required for the efficient operation and maintenance of our photocopier. This tool is essential for ensuring the proper functioning and longevity of our equipment, and their timely replacement or repair is necessary to avoid any disruptions to our operations.

Inadequate tools can lead to delays in equipment servicing, increased downtime, ultimately affecting our productivity and bottom line.


To address this issue and maintain the optimal functioning of our photocopier, I am requesting a budget of P27,169.00 for the purchase of new tool. This budget will cover the procurement of the following tool:

1. PW Board Assy- A3PE-PP67-00

Kindly see the attached picture for your reference.

Thank you for your attention to this matter. I look forward to a positive response and appreciate your prompt attention to this request.

Very truly yours,


RYSAN C. GUINOCOR
OIC CHIEF LEGAL OFFICER

Conforme:


ALICIA M. FLORES

Head, Budget Office

*change to STF-
Other supplies and Materials*

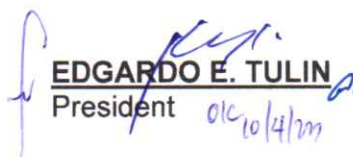
Recommending Approval:



DANIEL LESLIE S. TAN

VP, Administration and Finance

Approved:


EDGARDO E. TULIN
President *o/c 10/4/20*

LEGAL OFFICE

Visayas State University, Visca, Baybay City,

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www.copylandia.com

September 29, 2023

Visayas State University Legal Office
Baybay City

Dear Ma'am/Sir:

We at Copylandia Office Systems Corporation are pleased to submit to you our price list of the spare part to be installed in your Digital Copier
DEVELOP INEO 206.

Quantity	Description	Part Number	Amount
1	PW Board Assy	A3PE-PP67-00	27,169.00
TOTAL			27,169.00

Terms of payment: COD cash/check

Note: For check payments, make it payable to COPYLANDIA OFFICE SYSTEMS CORPORATION.

Sincerely yours,


John Christopher D. Sibugon
Service Engineer

Noted By:


OMAR L. FENIZA
Technical Supervisor
0917-556-8261
o_feniza@copylandia.com.ph


SAIRAH JADE C. SABADERA
Branch Manager
0917-556-7970
scastillano_tac@copylandia.com

CONFORME:

Signature over Printed Name/Date
Delivery Date: _____

To confirm your order, please affix your signature on the space provided above and email/viber it to us or you may also send your company's official Purchase Order.