



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-071425-1302**

Dept./Office: **FAFS**

PR No.: **STF-2025-07-00888**

Date: **07-22-2025**

Section/End-User: **Remenita J. Solis**

Category: **Office Equipment**

Funding Source: **Special Trust Fund - MOOE**

Project Title/Code: **FAFS 2025 STF**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	unit	1	21,000.00		21,000.00

Specification:

- **Design:** Compact integrated tank design
- **Print Speeds:**
 - Black: Up to 15 ipm (images per minute)
 - Color: Up to 8.0 ipm
- **Auto-Duplex Printing:** Yes
- **Additional Features:**
 - Fax capability
 - Automatic Document Feeder (ADF)
 - Ethernet & Wi-Fi Direct
- **Borderless Printing:** Up to A4 size
- **Ink Refilling:** Spill-free
- **Control Panel:** 2.4" Color LCD Touch Panel

	TOTAL					21,000.00
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Purpose: **FAFS Dean's Office**

Checked by: NORMAN D. VILLAS		Funds Available: ALICIA M. FLORES	
TWG - Office Equipment		HEAD, BUDGET OFFICE PROSE IVY G. YEPES	
Signature:	Prepared by: REMENITA J. SOLIS	Noted by: SUZETTE B. LINA	Approved by: PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU