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PR-2025-0731-287894



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

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## PURCHASE REQUEST

PPMP No. : **PPMP-2025-073025-1342**Dept./Office: **SPM**PR No.: **STF-2025-07-00931**Date: **07-31-2025**Section/End-User: **Kybee M. Cayone**Category: **Office Equipment**Funding Source: **Special Trust Fund - Capital Outlay**Project Title/Code: **SPM 2025 - STF**




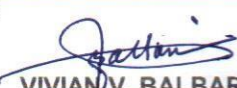
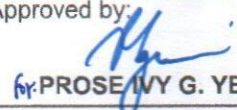
Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	MULTIFUNCTION COPIER/ PRINTER MACHINE	unit	1	55,000.00		55,000.00

### Specification:

- Digital copier, printer & colour scanner
- 40 pages per minute-copy speed
- DADF (single pass duplex) 92/ 96 PPM Max
- A4 to Legal Size Capable
- 2400 IQ/ 2400 x 600 DPI
- 512 MB memory/ built in wifi direct
- Direct print from/ scan to a flash drive/ PDF/TIFF/JPEG
- 2.8-inch (7.2 cm) LCD touch panel
- 25% - 400% magnification
- 1-999 multiple copies
- Built in bypass tray unit
- With office and service center in region 8
- LIFETIME FREE SERVICE with free regular monthly preventive maintenance check-up

	<b>TOTAL</b>					<b>55,000.00</b>
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Purpose: For Office Use

Checked by:	 <b>NORMAN O. VILLAS</b>	Funds Available:	 <b>ALICIA M. FLORES</b>
	TWG - Office Equipment		HEAD, BUDGET OFFICE <i>UNTIL DEC 2025</i>
Signature:	Prepared by: 	Noted by: 	Approved by: 
Printed Name:	<b>KYBEE M. CAYONE</b>	<b>VIVIAN V. BALBARINO</b>	<b>PROSEMY G. YEPES</b>
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU <i>8/5/25</i>