



## PURCHASE REQUEST

Dept./Office: **MMDC**PR #: **GF-2021-09-01047**Date: **09-17-2021**Section/End-User: **Windy O. Tuyan**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **MMDC-2022**

| Item #                                                                                                                                | Item Description                                                            | Unit  | Qty | Unit Cost | PAR/ICS | Total Cost       |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------|-----|-----------|---------|------------------|
| 1                                                                                                                                     | Copy Printer Ink (black) CPI 10 for Ricoh and Gestetner                     | boxes | 12  | 1,080.24  |         | 12,962.88        |
| Specification:<br><br>500ML/BOX<br><br>CPI 10                                                                                         |                                                                             |       |     |           |         |                  |
| 2                                                                                                                                     | Copy printer Master, CPMT 21 for Ricoh and Gestetner                        | rolls | 12  | 1,960.00  |         | 23,520.00        |
| Specification:<br><br>300G/ROLL<br><br>CPMT 21                                                                                        |                                                                             |       |     |           |         |                  |
| 3                                                                                                                                     | Friction Pad Assembly C23 1286L                                             | pcs   | 5   | 670.00    |         | 3,350.00         |
| Specification:<br><br><ul style="list-style-type: none"> <li>C23 1286L</li> <li>for Gestetner Machine DX 2430 Copy Printer</li> </ul> |                                                                             |       |     |           |         |                  |
| 4                                                                                                                                     | Paper Delivery Transport Belt C23 13878 compatible with Ricoh and Gestetner | pcs   | 5   | 1,904.34  |         | 9,521.70         |
| <b>TOTAL</b>                                                                                                                          |                                                                             |       |     |           |         | <b>49,354.58</b> |

Purpose: For office use.

|                                                                                           |               |                                                                                                                 |                                                                                                      |
|-------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Checked by:<br><div style="text-align: center;"><b>MICHAEL ANTHONY JAY B. REGIS</b></div> |               | Funds Available:<br><div style="text-align: center;"><b>ALICIA M. FLORES</b></div>                              |                                                                                                      |
| TWG - IT Supplies and Equipment                                                           |               | HEAD, BUDGET OFFICE                                                                                             |                                                                                                      |
| Signature:<br>Printed Name: <b>WINDY O. TUYAN</b><br>Designation: <b>END USER</b>         | Requested by: | Noted by:<br><div style="text-align: center;"><b>JED ASAPH D. CORTES</b></div> <b>UNIT HEAD, PROJECT LEADER</b> | Approved by:<br><div style="text-align: center;"><b>EDGARDO E. TULIN</b></div> <b>PRESIDENT, VSU</b> |