



STF-2020-10-00510

PPMP #: 101-1-222-2021-8-0-4



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

PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2020-10-00510** / 0670Date: **10-15-2020**Section/End-User: **Arnulfo T. Galenzoga**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **STF - Transcript of Records**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Document Scanner w/ ADF	unit	3	26,000.00	HOMER LOIS P. NAPOLES	78,000.00

Specification:

Flatbed Colored Document Scanner

Combining a flatbed scanner with the convenience of a 50-page ADF

Quickly scan stacks of documents up to 8.5" x 14"

Resolution: 1200 x 1200 dpi

	TOTAL					78,000.00
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Purpose: For office use

Checked by: NORMAN O. VILLAS TWG - Office Equipment		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature:	Requested by: ARNULFO T. GALENZOGA	Noted by: MARWEN A. CASTAÑEDA	Approved by: EDGARDO E. TULIN
Printed Name:	ARNULFO T. GALENZOGA	MARWEN A. CASTAÑEDA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU