



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

PURCHASE REQUEST

Dept./Office: **USSO**

PR #: **STF-2020-10-00635**

Date: **10-16-2020**

Section/End-User: **Meriam M. Luna**

Category: **Office Equipment**

Funding Source: **Special Trust Fund**

Project Title/Code: **ADMISSION Office - VSU CAT Fees**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Document Scanner w/ ADF	unit	1	26,000.00		26,000.00

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

2	Water Dispenser, Cabinet type	pc	1	10,000.00		10,000.00
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Specification:

- Floor standing
- Hot and cold function
- plastic body,high efficiency compressor
- thermally protected

TOTAL

36,000.00

Purpose: for office use

Checked by:		Funds Available:	
NORMAN O. VILLAS		MYRNA S. PANCITO	
TWG - Office Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	MERIAM M. LUNA	NANCY V. DUMAGUING	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU