



PURCHASE REQUEST

Dept./Office: **USSO**Section/End-User: **Junard C. Gucela**Funding Source: **General Fund - MOOE**PR #: **GF-2021-09-00755**Date: **09-02-2021**Category: **IT Supplies and Equipment**Project Title/Code: **ODS-OSSGA 2021 (OFFICE OF STUDENT SCHOLARSHIPS GRANTS & AWARDS)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	DVD+RW 8x 4.7Gb w/indiv case	pieces	20	50.00		1,000.00
2	External Hard Disk Drive (Portable, 2TB), USB 3.1	unit	1	4,200.00		4,200.00

Specification:

?Shock-absorbing silicon casing

?Interface: USB 3.1 (Max.5Gb/s)

?Capacity: 2TB

?Texture: Plastic/Rubber

?Operating Voltage: DC 5V, 900mA

?System Requirements: Windows XP / Vista / 7 / 8 / 8.1 / 10, Mac OS X 10.6 or later, Linux Kernel 2.6 or later

3	UPS, at least 500 w	piece	1	2,550.00		2,550.00
TOTAL						7,750.00

Purpose: For Office use

Checked by: NORMAN O. VILLAS		Funds Available: MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	JUNARD C. GUCELA	 MANOLO B. LORETO JR.	 EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU