



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

PURCHASE REQUEST

Dept./Office: **USSO**PR #: **STF-2020-10-00635/0572**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
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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:

Printed Name:

Designation:

Requested by:

MERIAM M. LUNA

END USER

Noted by:

NANCY V. DUMAGUING

UNIT HEAD, PROJECT LEADER

Approved by:

EDGARDO E. TULIN

PRESIDENT, VSU