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PR-2024-1008-228644



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0497**Dept./Office: **NSTPO**Section/End-User: **Marlon V. Dampios**Funding Source: **Special Trust Fund**PR No.: **STF-2024-10-02396**Date: **10-08-2024**Category: **Office Equipment**Project Title/Code: **CWTS Office Supplies and Equipment/Training**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Printer 3-in-1	unit	1	12,500.00		12,500.00

Specification:

- **Printer Type:** 3-in-1 (Print, Scan, Copy)
- **Ink System:** CIS (Continuous Ink Supply) filled with inks
- **Design:** Compact integrated tank
- **Features:**
 - High yield ink bottles
 - Spill-free, error-free refilling
- **Connectivity:** Wi-Fi, Wi-Fi Direct
- **Borderless Printing:** Up to 4R

2	Ink, Epson 003,Genuine Black 65mL	btl	15	350.00		5,250.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	10	350.00		3,500.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	10	350.00		3,500.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	10	350.00		3,500.00
TOTAL						28,250.00

Purpose: for CWTS Office supplies and trainings

Checked by: NORMAN O. VILLAS TWG - Office Equipment		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: MARLON V. DAMPIOS	Noted by: LOREGIN S. PUGOSA UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU