



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

PURCHASE REQUEST

Dept./Office: **IASO**PR #: **GF-2020-10-00063/0911**Date: **10-13-2020**Section/End-User: **Arlin B. Flandez**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **IASO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	unit	1	8,000.00	MARIA TERESA A. CRUZ	8,000.00

Specification:

Tank Ink System

Printer Type: Print, Scan and Copy

Scanner Type: Flatbed colour image scanner

Sensor Type: CIS

Optical Resolution:

600 x 1200 dpi

Copy Speed: Maximum Copies from Standalone: 20 copies

Maximum Copy Size: A4, Letter

ISO 29183, A4 Simplex Flatbed (Black / Colour):

Up to 7.0 ipm / 1.7 ipm

Max Copy Resolution:

300 x 300 dpi

Paper Handling:

Up to 20 sheets-Premium Glossy Photo Paper 10 sheets-Envelope, 30 sheets-Postcard

Output Capacity: Up to 30 sheets, A4 plain paper

20 sheets, Premium Glossy Photo Paper

Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24")

Paper Size: Legal, Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 4 x 6", Envelopes: #10, DL, C6

Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver

Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per colour (Cyan, Magenta, Yellow)

Print Direction: Bi-directional printing

Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology)5760 x 1440 dpi (with Variable-Sized Droplet Technology)

Minimum Ink Droplet Size: 3 pl

Printer Language: ESC / P-R

	TOTAL					8,000.00
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Purpose: office supplies

Checked by: MICHAEL ANTHONY JAY B. REGIS		Funds Available: MYRNA S. PANCITO	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: ARLIN B. FLANDEZ	Noted by: MARIA TERESA A. CRUZ	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



Republic of the Philippines
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PURCHASE REQUEST

Dept./Office: **IASO**

PR #: **GF-2020-10-00065/0910**

Date: **10-13-2020**

Section/End-User: **Arlin B. Flandez**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **IASO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Alcohol, Ethyl, 70% solution, 500mL	btls	20	125.00	MARIA TERESA A. CRUZ	2,500.00
2	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	10	115.00	MARIA TERESA A. CRUZ	1,150.00
3	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	9	125.00	MARIA TERESA A. CRUZ	1,125.00
4	Eraser, Rubber, high quality	pc	3	45.00	MARIA TERESA A. CRUZ	135.00
5	Folder, Pressboard, US, Green, Long	pcs	18	30.00	MARIA TERESA A. CRUZ	540.00
6	Lever Arch File Folder, Horizontal, with Ring Binder & Metal Finger Pull, Size: 3", Long (Black)	pcs	30	140.00	MARIA TERESA A. CRUZ	4,200.00
7	Paper, Bond, A4, S-24, 80 gsm	reams	6	289.00	MARIA TERESA A. CRUZ	1,734.00
8	Paper, Bond, Long, S-24, 80 gsm	reams	3	328.00	MARIA TERESA A. CRUZ	984.00
9	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	1	250.00	MARIA TERESA A. CRUZ	250.00
10	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	1	1,680.00	MARIA TERESA A. CRUZ	1,680.00
TOTAL						14,298.00

Purpose: office supplies

Checked by: ALICIA M. FLORES		Funds Available: MYRNA S. PANCITO	
TWG - Office Supplies		HEAD, BUDGET OFFICE	
Signature:	Requested by: ARLIN B. FLANDEZ	Noted by: MARIA TERESA A. CRUZ	Approved by: EDGARDO E. TULIN
Printed Name:			
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU



GF-2020-10-00064

PPMP #: 129-5-208-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **IASO**PR #: **GF-2020-10-00064/0909**Date: **10-13-2020**Section/End-User: **Arlin B. Flandez**Category: **Office Furniture & Fixture**Funding Source: **General Fund - MOOE**Project Title/Code: **IASO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Senior Executive High back chair	pc	1	10,500.00	MARIA TERESA A. CRUZ	10,500.00
Specification: double-layer cushion with genuine leather armrest, with back-rest reclining adjustment and knee tilt mechanism						
TOTAL						10,500.00
Purpose: office supplies						
Checked by: NORMAN O. VILLAS TWG - Office Furniture & Fixture				Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:		Approved by:		
Printed Name:	ARLIN B. FLANDEZ	MARIA TERESA A. CRUZ		EDGARDO E. TULIN		
Designation:	END USER	UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU		