

SCAN HERE



PR-2024-1009-229616



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

## PURCHASE REQUEST

PPMP No. : **PPMP-2025-092624-0626**PR No.: **GF-2024-10-02816**Date: **10-09-2024**Dept./Office: **CAS**Category: **Office Equipment**Section/End-User: **Clarisa I. Visca**Project Title/Code: **PPMP 2025-Faculty of Humanities and Social Sciences**Funding Source: **General Fund - MOOE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Document Scanner (2 sided colour scan)	pc	1	27,000.00		27,000.00

**Specification:**

- **Scan Speed:**
  - 40 ppm (pages per minute)
  - 80 ipm (images per minute) for 2-sided color scanning
- **Document Capacity:** 50-sheet mixed batch, from double-sided A4 paper to embossed plastic cards
- **Drivers:** Supports TWAIN, WIA, ICA, SANE drivers for optimum performance
- **Resolution:** High resolution scanning up to 1,200 dpi
- **Direct Scanning:** Scan directly to USB mass storage device for PC-free scanning
- **Software:** Professional software suite included

2	Ink, Epson 003,Genuine Black 65mL	btl	30	350.00		10,500.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	7	350.00		2,450.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	7	350.00		2,450.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	7	350.00		2,450.00
<b>TOTAL</b>						<b>44,850.00</b>

Purpose: FOR OFFICE SUPPLY

Checked by:  <b>NORMAN O. VILLAS</b>		Funds Available:  <b>ALICIA M. FLORES</b>	
TWG - Office Equipment		HEAD, BUDGET OFFICE	
Signature:	Prepared by:  <b>CLARISA I. VISCA</b>	Noted by:  <b>GLENN G. PAJARES</b>	Approved by:  <b>PROSE IVY G. YEPES</b>
Printed Name:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			