



OP 14 1528-
 1531
 9/24/21

PURCHASE REQUEST

Dept./Office: **AccO**PR #: **STF-2021-09-00832**Date: **09-06-2021**Section/End-User: **Norieta B. Bustillo**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **Accounting-2021**

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						
TOTAL						26,000.00
Purpose: For office use						
Checked by: <div style="text-align: center;"> NORMAN O. VILLAS </div>				Funds Available: <div style="text-align: center;"> ALICIA M. FLORES </div>		
TWG -IT Supplies and Equipment				HEAD, BUDGET OFFICE		
Signature:	Requested by:		Noted by:		Approved by:	
Printed Name:	NORIETA B. BUSTILLO		NICK FREDDY R. BELLO		EDGARDO E. TULIN	
Designation:	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	