



PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2021-10-01368**Date: **10-19-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **STF- ID FEE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Cleaning kit for Smart 51 ID Machine	unit	2	90,000.00		180,000.00
2	HP Laserjet 44a, Toner cartridge	pcs	12	3,000.00		36,000.00
Specification: HP Laserjet 44a, Toner cartridge						
3	YMCKOK ribbon kit for Smart 51 ID machine	boxes	20	6,200.00		124,000.00
TOTAL						340,000.00

Purpose: For office use

Checked by: MICHAEL ANTHONY JAY B. REGIS TWG - IT Supplies and Equipment		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: ARNULFO T. GALENZOGA END USER	Noted by: MARWEN A. CASTAÑEDA UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU