



# AMARANTH

9 December 2022

**EDGARDO E. TULIN**  
President  
Visayas State University

Dear **President Tulin**:

We would like to ask for your permission for the Amaranth to utilize its funds to procure office supplies and equipment, as well as printing services for its upcoming publications.

We last bought equipment in 2017—the same time as we refurbished our newsroom—for our SCUAA coverage. Some of these equipment are now due for repair also. In preparation for our wider and more intense multimedia coverage for VSU's hosting of SCUAA in 2023, we believe we also need to upgrade our equipment. Since we were not able to spend for printing, equipment, and supplies in the past few years because of the pandemic, we would like to catch up with procurement now so we can serve our constituents better.


Attached is the breakdown of the projected expenses for the items and printing services we plan to procure for 2023. We hope for your favorable response to this request.

Thank you very much!

In the service of the studentry,

  
**MARIELLE ANGELICA OGAYA**  
Executive Editor, Amaranth

Recommending approval:


  
**ULDERICO B. ALVIOLA**  
Adviser

  
**JED ASAPH D. CORTES**  
Adviser

Certified funds available:

  
**LOUELLA C. AMPAC** *cc p/ptw*  
Director for Financial Management

Approved:

  
**EDGARDO E. TULIN** *o/c 12/14/22*  
President



# AMARANTH

## REQUEST TO PROCURE EQUIPMENT & SUPPLIES

*Note: The amounts below are rounded estimates based on current market prices.  
Details/specifications of each item will be provided in the purchase request.*

### PRINTING SERVICES (CY 2023)

Item/s	Price (PHP)	Qty	Amount (PHP)
<b>SY 2022-2023</b>			
Magazine	120.00	4,500	540,000.00
Creative Folio	100.00	2,500	250,000.00
Special Publication	100.00	1,000	100,000.00
<b>SY 2023-2024</b>			
SCUAA 2023 Tabloid (5 editions)	50.00	500	25,000.00
CampusJourn Manual	300.00	200	60,000.00
<b>SUBTOTAL</b>			<b>975,000.00</b>

### OFFICE/IT EQUIPMENT (CY 2023)

Item/s	Price (PHP)	Qty	Amount (PHP)
Copyprinter	100,000	1	100,000.00
Office Printer	20,000.00	1	20,000.00
Mobile Editing & Production Laptop	120,000.00	2	240,000.00
Multimedia Production Workstation (All-in-one Computer)	150,000.00	1	150,000.00
Pro Tablet with Pencil	95,000.00	2	190,000.00
Mirrorless Camera (Still & Video)	130,000.00	1	130,000.00
Digital SLR Camera Set (includes body, standard lens, telephoto lens, prime lens)	150,000.00	2	300,000.00

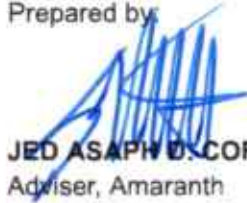
Item/s	Price (PHP)	Qty	Amount (PHP)
Professional Boom microphone kit	45,000.00	1	45,000.00
Lavaller Microphone w/ Transmitter	40,000.00	1	40,000.00
Mobile LED lights kit	20,000.00	1	20,000.00
Tripods	10,000.00	3	30,000.00
1.5 HP Split-type Inverter AC unit	35,000.00	1	35,000.00
<b>SUBTOTAL</b>			<b>1,300,000.00</b>

**OTHERS**

Item/s	Price (PHP)	Qty	Amount (PHP)
Tiles (For Newsroom)	120.00	70	8,400.00
Repair (Existing Macbooks)	50,000.00	2	100,000.00
Repair (Existing Lumix Camera)	60,000.00	1	60,000.00
Various Software Subscriptions	50,000.00		50,000.00
Various Office & Printing Supplies	75,000.00		75,000.00
<b>SUBTOTAL</b>			<b>283,400.00</b>

<b>GRAND TOTAL</b>	<b>2,558,400.00</b>
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Prepared by:




**JED ASAPH D. CORTES**

Adviser, Amaranth

Head, VSU Web Team & Printing Press

Certified Funds Available:



**LOUELLA C. AMPAC**  
Director for Financial Management

MC 12/13/24