



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-092524-0533**Dept./Office: **IAS**PR No.: **GF-2024-10-02184**Date: **10-07-2024**Section/End-User: **Leonardo S. Toraja Jr.**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **IASO-2025**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Document Scanner w/ ADF	unit	1	40,000.00		40,000.00
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						
2	Ink, Epson 003,Genuine Black 65mL	btl	3	350.00		1,050.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	1	350.00		350.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	1	350.00		350.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	1	350.00		350.00
TOTAL						42,100.00

Purpose: for office use

Checked by:

NORMAN O. VILLAS

Funds Available:

ALICIA M. FLORES

TWG - Office Equipment

HEAD, BUDGET OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	 LEONARDO S. TORAJA JR.	 MARIA TERESA A. CRUZ	 PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU