



PURCHASE REQUEST

Dept./Office: **USSO**PR #: **GF-2021-09-01013**Date: **09-16-2021**Section/End-User: **Meriam M. Luna**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **Office of the Student Scholarships
Grants and Awards 2022 c/o ODS**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	EPSON L220 Ink Cartridge Black	btls	4	350.00		1,400.00
2	EPSON L220 Ink Cartridge Cyan	btls	2	350.00		700.00
3	EPSON L220 Ink Cartridge Magenta	btls	2	350.00		700.00
4	EPSON L220 Ink Cartridge Yellow	btls	2	350.00		700.00
5	Flatbed Scanner	unit	1	5,000.00		5,000.00

Specification:**?Scanner Type:**

?Flatbed colour image scanner

?Scanning Method:

?Fixed document and moving carriage

?Optical Resolution:

?4,800 dpi x 4,800 dpi *1

?Output Resolution:

?50 dpi to 4800 dpi, 7200 dpi, 9600 dpi (50 dpi to 4800 dpi in 1 dpi increments) *2

?Scanner Bit Depth (Colour):

?48-bit input, 24-bit output

?Scanner Bit Depth (Grayscale):

?16-bit input, 8-bit output

?Scanner Bit Depth (Black & White):

?16-bit input, 1-bit output

?Max Document Size:

?Up to 216 x 297mm

TOTAL						8,500.00
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Purpose: Office Use

Checked by: MICHAEL ANTHONY JAY B. REGIS		Funds Available: ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: MERIAM M. LUNA END USER	Noted by: MANOLO B. LORETO JR. UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU