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PR-2025-0703-282579



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-070125-1270

PR No.: TF-2025-07-00773

Date: 07-03-2025

Dept./Office: CSCRHS

Category: Office Equipment

Duration: 2025-05-01
to

Section/End-User: Max Teody T. Quimilat

Project Title/Code: Trust Fund
20201050-1.127

2026-04-30

Funding Source: Trust Fund

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	All-in-One Ink Tank Printer Wi-Fi Duplex with ADF	unit	1	21,000.00		21,000.00

Specification:

- **Design:** Compact integrated tank design
- **Print Speeds:**
 - Black: Up to 15 ipm (images per minute)
 - Color: Up to 8.0 ipm
- **Auto-Duplex Printing:** Yes
- **Additional Features:**
 - Fax capability
 - Automatic Document Feeder (ADF)
 - Ethernet & Wi-Fi Direct
- **Borderless Printing:** Up to A4 size
- **Ink Refilling:** Spill-free
- **Control Panel:** 2.4" Color LCD Touch Panel

	TOTAL					21,000.00
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Purpose: for office use

Checked by:

NORMAN O. VILLAS

Funds Available:

NICK FREDDY R. BELLO

TWG - Office Equipment

HEAD, ACCOUNTING OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

MAX TEODY T. QUIMILAT

Noted by:

MAX TEODY T. QUIMILAT

Approved by:

PROSE IVY G. YEPES

UNIT HEAD, PROJECT LEADER

PRESIDENT, VSU