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PR-2024-1204-239128



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-120424-0621**Dept./Office: **AccO**PR No.: **GF-2024-12-03274**Date: **12-04-2024**Section/End-User: **Valerie Y. Vergis**Category: **Office Equipment**Funding Source: **General Fund - CO**Project Title/Code: **Acctg 2024 -**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Full-Color Digital Copier	unit	1	120,000.00	BEVERLY ANN B. ELNAS	120,000.00

Specification:

- **Full-Color Digital Copier:** Network Printing, Color Scanning, and Network Fax
- **HyPAS Solution Platform Technology:** Enabled
- **Copy and Print Speed:** 30 copies per minute, A4
- **Display:** 7-inch Color Touch Screen Panel
- **Processor:** Dual Core 1.2 GHz processor
- **Warm-up Time:** 26 seconds or less
- **First Copy Out Time:** 8.5 seconds
- **Paper Size:** A6R up to Legal
- **Standard Memory:** 1GB, max. 3GB plus 128GB SSD as option
- **Paper Capacity:** 250-sheet cassette and 100-sheet multi-purpose tray
- **Document Processor:** Built-in 75-sheet Reversing Document Processor and Stackless Duplex Unit
- **Compatibility:** Windows, Macintosh, Linux, and Unix

	TOTAL					120,000.00
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Purpose: For office use.

Checked by: NORMAN O. VILLAS TWG - Office Equipment		Funds Available: ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: VALERIE Y. VERGIS	Noted by: NICK FREDDY R. BELLO UNIT HEAD, PROJECT LEADER	Approved by: PROSE IVY G. YEPES PRESIDENT, VSU
Printed Name:			
Designation:			