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PR-2025-0828-293368



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-081425-1380**

PR No.: **GF-2025-08-01128**

Date: **08-28-2025**

Dept./Office: **DCE**

Category: **Office**

Section/End-User: **John Christian L. Gaviola**

Equipment and Appliances

Funding Source: **General Fund - MOOE**

Project Title/Code: **VSU-IP-2023-7 (2025-2)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	All-In-One Ink Tank Printer WiFi Duplex with ADF Integrated Tank Design	unit	1	21,000.00		21,000.00

Specification:

- **Type:** Ink Tank Printer with WiFi Duplex and ADF
- **Print Speeds:**
 - **Black:** Up to 15 ipm
 - **Colour:** Up to 8.0 ipm
- **Auto-Duplex Printing:** Yes
- **Fax Capability:** Yes
- **ADF Capability:** Yes
- **Connectivity:**
 - **Ethernet:** Yes
 - **WiFi Direct:** Yes
- **Borderless Printing:** Up to A4 size
- **Ink Refilling:** Spill-free
- **Control Panel:** 2.4" Colour LCD Touch Panel

TOTAL						21,000.00
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Purpose: Procurement of additional office equipment for project needs

Checked by: NORMAN O. VILLAS		Funds Available: ALICIA M. FLORES	
TWG - Office Equipment and Appliances		HEAD, BUDGET OFFICE	
Signature:	Prepared by: 	Noted by: 	Approved by:
Printed Name:	JOHN CHRISTIAN L. GAVIOLA	JOHN CHRISTIAN L. GAVIOLA	PROSE IVY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU