



PURCHASE REQUEST

Dept./Office: **REGISTRAR**PR #: **STF-2021-10-01369**Date: **10-19-2021**Section/End-User: **Arnulfo T. Galenzoga**Category: **IT Supplies and Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **STF-GRADUATION & DIPLOMA FEE**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	CD-R, 700MB, with case	pieces	50	30.00		1,500.00
2	Computer Printer, All-in-One/Multifunction Colored-Ink Tank	unit	6	11,000.00		66,000.00

Specification:

- ?Ultra-low-cost printing: Print up to 8,100 pages in black and 6,500 in colour
- ?Next generation ink filling system: Enjoy hassle and mess-free refills with the enhanced ink bottles
- ?Wi-Fi, Wi-Fi Direct & apps: Print from mobile devices
- ?3-in-1: Print, copy & scan and borderless photo printing
- ?Nozzle Configuration: 180 Nozzles Black, 59 Nozzles per Color
- ?Minimum Droplet Size: 3 pl, With Variable-Sized Droplet Technology
- ?Ink Technology: Dye Ink
- ?Printing Resolution: 5,760 x 1,440 DPI

3	Toner cartridge for HP Laserjet 107a , (W1107A)	pcs	10	5,000.00		50,000.00
TOTAL						117,500.00

Purpose: For office use

Checked by: MICHAEL ANTHONY JAY B. REGIS		Funds Available: ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Requested by: ARNULFO T. GALENZOGA	Noted by: MARWEN A. CASTAÑEDA	Approved by: EDGARDO E. TULIN
Printed Name:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU
Designation:			