



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

PURCHASE REQUEST

PPMP No. : PPMP-2025-030725-1016

Dept./Office: RCCRDC

Section/End-User: Anarose B. Romo

Funding Source: Trust Fund

PR No.: TF-2025-03-00335

Date: 03-11-2025

Category: Office Equipment

Project Title/Code: 101T 20201050-6 Administrative Cost

101T20201050-6-1.77

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

2	Ink, Epson 003,Genuine Black 65mL	btl	10	350.00		3,500.00
3	Ink, EPSON 003,Genuine Cyan 65mL	btl	10	350.00		3,500.00
4	Ink, EPSON 003,Genuine Magenta 65mL	btl	10	350.00		3,500.00
5	Ink, EPSON 003,Genuine Yellow 65mL	btl	10	350.00		3,500.00
TOTAL						35,000.00

Purpose: for office use

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

NICK FREDDY R. BELLO

HEAD, ACCOUNTING OFFICE

Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	ANAROSE B. ROMO	EDUARDO O. MANGAOANG	PROSE IVY G. YEPES
Designation:	Unit Head	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU