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PR-2024-0927-225912



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-091924-0432**Dept./Office: **DMath**PR No.: **GF-2024-09-01747**Date: **09-27-2024**Section/End-User: **Genalyn M. Apas**Category: **Office Equipment**Funding Source: **General Fund - CO**Project Title/Code: **Old Lib. Bldg-2024 (Miscellaneous)**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	1 Lot Office Equipment (Miscellaneous)	lot	1	54,500.00		54,500.00

Specification:**Laser Printer (35,000)**

- Print, scan, copy, fax
- Automatic 2-sided(duplex) print
- Wireless, Ethernet, USB Connectivity
- Mobile Print
- Up to 30 ppm (Mono/Color)
- 3.5" Touchscreen LCD
- 410mm x 462 mm x 401 mm
- Approximately 17.4 kg
- At least 3 years warranty

Paper Shredder (10,000)

- Cross Cut Cut Type
- At least 5.8 Gallons Capacity
- At least 60 Standard Sheet Capacity
- At least 3 year Warranty

USB Multiport Adapter (5 pcs at PhP 1000.00) = 5,000.00

- Video Input USB C (Male)
- Video Output HDMI (Female)
- Durable
- At least 1 year warranty

Extension cord 10 meters (3 pcs at PhP 1500.00) = 4,500.00

- 14 sockets
- Heavy Duty
- Universal
- Safe and Durable-Strong flame retardant
- Good texture-Elastic shell
- Fall-resistant
- Pressure-resistant
- Earthquake-resistant

TOTAL

54,500.00

Purpose: For Higher Education Services

Checked by:

NORMAN O. VILLAS

TWG - Office Equipment

Funds Available:

ALICIA M. FLORES

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

GENALYN M. APAS

Admin. Aide III

Noted by:

EUSEBIO R. LINA JR.

UNIT HEAD, PROJECT LEADER

Approved by:

PROSE IVY G. YEPES

PRESIDENT, VSU