

Dr. ACCOUNTING

N. Villan

6P516

SCAN HERE



PR-2025-0423-268427



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-030625-1003**

PR No.: **TF-2025-04-00551**

Date: **04-23-2025**

Dept./Office: **AccO**

Category: **Office Equipment and Appliances**

Section/End-User: **Valerie Y. Vergis**

Project Title/Code: **101T 2021050-6 Admin Cost TES 2025**

Funding Source: **Trust Fund**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Colored printer with scanner	unit	1	15,000.00		15,000.00

Specification:

- **Type:** All-in-One (Print, Scan, Copy, Fax)
- **Design:** Compact integrated tank
- **Printing Technology:** Inkjet
- **Print Speed:** 30 ppm
- **Maximum Print Resolution:** 10,000 dpi
- **Condition:** Brand new

TOTAL					15,000.00
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Purpose: For office use

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