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PR-2024-0812-215584



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

PURCHASE REQUEST

PPMP No. : **PPMP-2024-080724-0339**Dept./Office: **ICTMC**PR No.: **GF-2024-08-01523**Date: **08-12-2024**Section/End-User: **ELVIE D. BALBARINO**Category: **Office Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **MIS- 08-2024**

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:

All in one colored printer, scanner, copier, fax, compact integrated tank design, inkjet, 30 ppm, max print resolution, 10,000 dpi, brand new.

	TOTAL					15,000.00
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Purpose: To enhance the organization and accessibility of files and documents of MIS

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