



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

PURCHASE REQUEST

Dept./Office: **REGISTRAR**

PR #: **STF-2020-10-00539** /0674

Date: **10-15-2020**

Section/End-User: **Arnulfo T. Galenzoga**

Category: **IT Supplies and Equipment**

Funding Source: **Special Trust Fund**

Project Title/Code: **STF-REGISTRAR'S SERVICES**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Electric Paper Shredder	unit	1	40,000.00	JOAN ROSEMARIE A. BANZON	40,000.00

Specification:

office 30L 220VAC 400W 16 sheets shredder Infrared automatic paper feeding

- Shredding Capacity: <10 Sheets/Shred
- Shredding Medium: Photo
- Shredding Medium: Card
- Shredding Medium: CD
- Shredding Medium: Paper
- Capacity: <50L
- Power: Electricity
- Shredder Type: Cross-Cut
- Size: 400x310x628mm
- Color: Gray
- shred paper pieces: 16 pieces
- scrap paper size: 2x15mm
- security grade: s4
- volume: 30L
- power: 400w

2	Toner, TK-479, for Kyocera FS-6525 / 6025 / 6530	pcs	6	10,560.00		63,360.00
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Specification:

Toner cartridge, (Kyocera copier, tk-479)

3	Universal Power Supply ATX for ATXcasing, at least 500W	pieces	6	980.00	ARNULFO T. GALENZOGA	5,880.00
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TOTAL						109,240.00
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Purpose: For office use

Checked by:	Funds Available:
 DIONESIO I. ESTUPA	 MYRNA S. PANCITO
TWG - IT Supplies and Equipment	HEAD, BUDGET OFFICE

Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ARNULFO T. GALENZOGA	MARWEN A. CASTAÑEDA	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU