



PURCHASE REQUEST

Dept./Office: **CME**PR #: **TF-2021-06-00392**Date: **06-23-2021**Section/End-User: **Moises Neil V. Serio**Category: **IT Supplies and Equipment**Funding Source: **Trust Fund**Project Title/Code: **20201050-1.97**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Computer Keyboard USB	pcs	7	400.00		2,800.00

Specification:

- ?Standard Keyboard with 104 Keys
- ?USB Connection
- ?Low Profile Key Caps
- ?Minimum Key Noise
- ?Laser Printing for Key Layout
- ?Spill Resistant Design

2	Grammarly Premium Subscription	Yearly	2	8,700.00		17,400.00
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Specification:

- Grammarly Premium Subscription (Yearly)
- Able to correct: spelling, grammar, punctuation.
- Allows style, tone, and clarity improvements for writing at work and school.
- Have clarity-focused sentence rewrites
- Have tone adjustments
- Have plagiarism detection
- Have word choice, formality level, fluency and additional advanced suggestions

3	Mouse, Wired, Optical, USB	pieces	7	210.00		1,470.00
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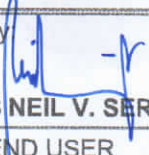
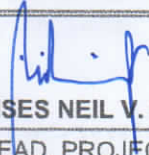
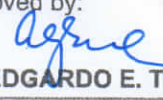
Specification:

- ?USB Port Connectivity
- ?Sensor: Optical
- ?DPI: 1600
- ?Work method: Wired
- ?Buttons: Left button, middle button, right button
- ?Scroll wheel direction: Two way
- ?Design highlights: Easy installation. 1600 DPI high-definition tracking engine. Anti-slip scroll wheel. Full-size, ambidextrous design

	TOTAL					21,670.00
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Purpose: For office use.

Checked by: DIONESIO I. ESTUPA MICHAEL ANTHONY JAY B. REGIS	Funds Available: ERLINDA S. ESGUERRA HEAD, ACCOUNTING OFFICE
TWG - IT Supplies and Equipment	

Signature:	Requested by: 	Noted by: 	Approved by: 
Printed Name:	MOISES NEIL V. SERIO	MOISES NEIL V. SERIO	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU