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PR-2025-0623-280113



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-061925-1248**Dept./Office: **ASO**PR No.: **STF-2025-06-00740**Date: **06-23-2025**Section/End-User: **Wilma B. Gallego**Category: **Office Equipment**Funding Source: **Special Trust Fund - Capital Outlay**Project Title/Code: **PY-ICT**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Full-Color Digital Copier	unit	1	120,000.00		120,000.00

Specification:

- **Full-Color Digital Copier:** Network Printing, Color Scanning, and Network Fax
- **HyPAS Solution Platform Technology:** Enabled
- **Copy and Print Speed:** 30 copies per minute, A4
- **Display:** 7-inch Color Touch Screen Panel
- **Processor:** Dual Core 1.2 GHz processor
- **Warm-up Time:** 26 seconds or less
- **First Copy Out Time:** 8.5 seconds
- **Paper Size:** A6R up to Legal
- **Standard Memory:** 1GB, max. 3GB plus 128GB SSD as option
- **Paper Capacity:** 250-sheet cassette and 100-sheet multi-purpose tray
- **Document Processor:** Built-in 75-sheet Reversing Document Processor and Stackless Duplex Unit
- **Compatibility:** Windows, Macintosh, Linux, and Unix

	TOTAL					120,000.00
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Purpose: OFFICE USE

Checked by: NORMAN O. VILLAS TWG - Office Equipment		Funds Available: for ALICIA M. FLORES HEAD, BUDGET OFFICE	
Signature:	Prepared by: WILMA B. GALLEGO	Noted by: RYSAN C. GUINOCOR	Approved by: PROSE IVY G. YEPES
Printed Name:			
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU