



PURCHASE REQUEST

Dept./Office: **DFS**PR #: **STF-2021-10-01442**Date: **10-25-2021**Section/End-User: **Anatolio N. Polinar**Category: **toner**Funding Source: **Special Trust Fund**Project Title/Code: **DFS-Sustained Yield Budget-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Kyocera Ecosys M2640idw/L Toner	pcs	2	7,000.00	ANATOLIO N. POLINAR	14,000.00

Specification:

Toner Kit	TK-1177 (7,200 pages)
(Page Yield in accordance with ISO/ IEC 19752)	
Capacity of Start up Toner	3,600 pages
Maintenance Kit	MK-1158 (100,000 pages)
Paper Feeder	PF-1100: 250 sheets (Max. x2)
Card Authentication	Card Authentication Kit(B)

TOTAL						14,000.00
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Purpose: Emergency Purchase for Scanning and photocopying documents specially for AACCUP

Checked by:	Funds Available:		
MICHAEL ANTHONY JAY B. REGIS	ALICIA M. FLORES		
TWG - toner	HEAD, BUDGET OFFICE		
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	ANATOLIO N. POLINAR	ANATOLIO N. POLINAR	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU