



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

PURCHASE REQUEST

PPMP No. : **PPMP-2025-080725-1355**PR No.: **GF-2025-08-00989**Date: **08-13-2025**Dept./Office: **RMA**Category: **IT Supplies and Equipment**Section/End-User: **Maria Roberta S. Miraflor**Funding Source: **General Fund - CO**Project Title/Code: **RMA-CO**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Overhead Image Scanner	unit	1	70,000.00	MARCHO P. BANDALAN	70,000.00

Specification:
Description:

Scanner type: Over Head system, simplex scanning

Scanning modes: Color, grayscale, monochrome, Automatic (color, grayscale, monochrome detection)

Image sensor: Lens reduction optics / color CCD x 1

Document size:

Automatically recognizes document size, A3(landscape), A4(landscape), A5(landscape), A6(landscape), B4(landscape), B5(landscape), B6(landscape), Post card, Business card, Double Letter(landscape), Letter, Legal(landscape) and Customized size (Max: 432 x 300 mm (17.0 x 11.8 in.), Min: 25.4 x 25.4 mm (1 x 1 in.)) ?5

	TOTAL					70,000.00
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Purpose: For Office Use

Checked by:		Funds Available:	
Michael Anthony Jay B. Regis		ALICIA M. FLORES	
TWG - IT Supplies and Equipment		HEAD, BUDGET OFFICE	
Signature:	Prepared by:	Noted by:	Approved by:
Printed Name:	MARIA ROBERTA S. MIRAFLOR	MARIA ROBERTA S. MIRAFLOR	PROSELY G. YEPES
Designation:		UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU