



STF-2020-10-00362

PPMP #: 30-1-900-2021-8-0-0



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

PURCHASE REQUEST

Dept./Office: **DME**PR #: **STF-2020-10-00362** /06/17Date: **10-14-2020**Section/End-User: **Antonette S. Cruz**Category: **Office Equipment**Funding Source: **Special Trust Fund**Project Title/Code: **DME-STF-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Comb Binding ring Machine,	pc	1	22,000.00	JUNDY R. CASTIL	22,000.00
Specification: <ul style="list-style-type: none"> • for long Bond paper • Punch Capacity: at least 15 sheets (80gsm) • Bind Capacity: at least 380 sheets (80gsms) • at least 24 holes • Adjustable margin guide • heavy duty, • good quality 						
2	Document Scanner w/ ADF	unit	1	26,000.00	JUNDY R. CASTIL	26,000.00
Specification: <p>Flatbed Colored Document Scanner</p> <p>Combining a flatbed scanner with the convenience of a 50-page ADF</p> <p>Quickly scan stacks of documents up to 8.5" x 14"</p> <p>Resolution: 1200 x 1200 dpi</p>						
3	Riso Machine, Copy Printer, fully-automatic one-drum stencil system, 300x300 dpi, 60-90 sheets per m	set	1	75,000.00	JUNDY R. CASTIL	75,000.00
Specification: <p>Copy Printer, fully-automatic one-drum stencil system, 300x300 dpi, 60-90 sheets per minute, 220-240 V, 50-60 Hz, includes ink black, master and cabinet</p>						
TOTAL						123,000.00
Purpose: for office use						

Checked by: NORMAN O. VILLAS TWG - Office Equipment		Funds Available: MYRNA S. PANCITO HEAD, BUDGET OFFICE	
Signature: Printed Name: Designation:	Requested by: ANTONETTE S. CRUZ END USER	Noted by: JUNDY R. CASTIL UNIT HEAD, PROJECT LEADER	Approved by: EDGARDO E. TULIN PRESIDENT, VSU