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PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: _____

Department: **CMO** PR No.: 0130
 Section: _____ FPP: _____

Date: 02/26/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	rm	Bookpaper, sub20, 70g/m2, long	50	290.00	14,500.00
2	rm	Bookpaper, sub20, 70g/m2, short	30	270.00	8,100.00
3	rm	Bookpaper, sub20, 70g/m2, a4	50	280.00	14,000.00
4	pack	vellum paper, 10s long	50	70.00	3,500.00
5	pack	vellum paper, 10s short	50	60.00	3,000.00
6	pack	vellum paper, 10s a4	50	65.00	3,250.00
7	bxs	Ballpen, 50's, retractable, black	3	450.00	1,350.00
8	bxs	Ballpen, 50's, retractable, violet	3	450.00	1,350.00
9	bxs	Sign pen, black, 1.0	3	500.00	1,500.00
10	bxs	Sign pen, black, 0.3	3	500.00	1,500.00
11	bxs	Sign pen, blue, 1.0	3	500.00	1,500.00
12	bxs	Sign pen, blue, 0.3	3	500.00	1,500.00
13	btls	Fountain Pen Ink	2	1,000.00	2,000.00
14	pcs	Whiteboard pen, black	5	65.00	325.00
15	pcs	Correction Tape	30	45.00	1,350.00
16	pc	Record book, regular size, 300p	9	150.00	1,350.00
17	pc	Record book, regular size, 500p	9	180.00	1,620.00
18	btls	whiteboard marker refill, black	5	130.00	650.00
19	pc	Stapler with built-in remover	5	400.00	2,000.00
20	pcs	PVC cutting mat, a2	1	330.00	330.00
21	pcs	Scissors, stainless	5	230.00	1,150.00
22	pc	Paper cutter	1	1,000.00	1,000.00
23	pc	Cutter, heavy duty	3	350.00	1,050.00
24	pc	Thermal Printer (ribbon, label, packaging)	1	30,000.00	30,000.00
25	pcs	Ruler, 12", transparent	2	250.00	500.00
26	pack	Sticker Paper, 10s, long	50	65.00	3,250.00
27	pack	Sticker Paper, 10s, short	50	50.00	2,500.00
28	pack	Photo paper, a4 20s	50	65.00	3,250.00
29	pad	Post-it Notepad 3x3	20	50.00	1,000.00
30	pad	Post-it Notepad 1x3	20	30.00	600.00
31	pad	Post-it Notepad 1x3 with label Sign here	50	50.00	2,500.00
32	sets	ink refill Epson L5290 CYM	3	2,500.00	7,500.00
33	sets	Ink refill for Brother DCP-T720DW, colored (CYM)	3	2,100.00	6,300.00
34	pc	Self-inking Stamp	2	700.00	1,400.00
35		(Office of the City Mayor, Received, Date, Name)			
36	btls	Ink refill for Brother DCP-T720DW, black	3	700.00	2,100.00
37	btls	ink refill Epson L5290 black	3	500.00	1,500.00
38	pcs	Envelope, brown, long	100	6.00	600.00
39	pcs	Envelope, brown, short	100	5.00	500.00
40	pcs	Expanding Brown Envelope long	100	30.00	3,000.00
41	sets	Ink refill for Brother DCP-T710W, colored (CYM)	3	2,100.00	6,300.00
42	sets	Ink refill for Epson 003, CYM	3	1,500.00	4,500.00
43	btls	Ink refill for Epson 003, Blck	3	350.00	1,050.00
44	sets	Ink refill for Epson 664, CYM	3	1,500.00	4,500.00
45	btls	Ink refill for Epson 664, Blck	3	350.00	1,050.00
46	btls	Ink refill for Brother DCP-T710W, black	3	700.00	2,100.00
Sub Total 1					153,875.00

Purpose: supplies to be used in the City Mayor's Office *Quarter 010*

Requested by: _____

Cash Availability: _____

Approved by: _____