

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

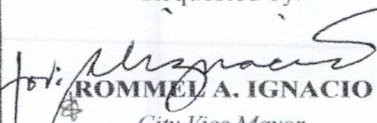
Department: SP
Section: _____

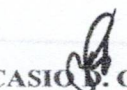
PR No.: 0215
FPP: 1021

Date: 03/04/2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Lot 2 - Office Supplies					
36	box(es)	envelope, mailing white, long	3	460.00	1,380.00
37	pack(s)	envelope, white, 10s short	25	20.00	500.00
38	pc(s)	eraser, big white	4	50.00	200.00
39	unit(s)	executive chair, mesh backrest	1	9,500.00	9,500.00
40	pc(s)	expanded envelope w/ garter long, blue,brown	221	25.00	5,525.00
41	pc(s)	expanded envelope w/ garter long, violet, pink	45	25.00	1,125.00
42	pc(s)	expanded envelope, w/ garter short, blue,violet, pink	65	22.00	1,430.00
43	box(es)	fastener plastic coated	24	60.00	1,440.00
44	pc(s)	file case w/ division	5	400.00	2,000.00
45	pc(s)	file tray, 3 layers, metal	2	650.00	1,300.00
46	pc(s)	folder long, 14pts ivory	95	8.50	807.50
47	pack(s)	folder long, 14pts ivory 100's	5	750.00	3,750.00
48	pc(s)	folder short, 14pts ivory	56	7.50	420.00
49	pack(s)	folder short, 14pts ivory 100's	4	570.00	2,280.00
50	pc(s)	friction pen, black	2	90.00	180.00
51	pc(s)	glue gun, big, heavy duty	2	550.00	1,100.00
52	pack(s)	glue stick, big, 10's	5	80.00	400.00
53	pc(s)	glue, 130g	3	70.00	210.00
54	kg(s)	glue, padding	2	280.00	560.00
55	unit(s)	gun tacker	1	600.00	600.00
56	pc(s)	highlighter pen, assorted color	41	45.00	1,845.00
57	pc(s)	ink refill for whiteboard marker, black	5	145.00	725.00
58	pack(s)	ketchups, 320g	1	72.00	72.00
59	pc(s)	laminating film, long	135	22.00	2,970.00
60	pc(s)	office paste, 200g	5	80.00	400.00
61	box(es)	paper clip plastic coated, big	19	40.00	760.00
62	box(es)	paper clip plastic coated, small	17	35.00	595.00
63	pack(s)	paper cups, 8oz	39	50.00	1,950.00
64	unit(s)	paper cutter, medium	1	2,400.00	2,400.00
65	pack(s)	paper plate	10	50.00	500.00
66	pc(s)	pen organizer	5	300.00	1,500.00
67	box(es)	pencil, no.2	5	85.00	425.00
68	box(es)	permanent marker, black	3	600.00	1,800.00
69	pack(s)	photo paper A4, 20's glossy	40	170.00	6,800.00
70	pad(s)	post-it notepad, 3x3	37	50.00	1,850.00
TOTAL lot 2 page 2					59,299.50

Purpose: to be used at the Sangguniang Panlungsod

Requested by:
Signature: 
Printed Name: **ROMMEL A. IGNACIO**
Designation: *City Vice Mayor*

Cash Availability:

NICASIO V. CATAPANG
City Treasurer 0263

Approved by:

ROMMEL A. IGNACIO
City Vice Mayor #048