

PURCHASE REQUEST

LGU: CITY OF CALAPAN

Fund: Other Supplies & Materials Expenses

Department: City Health Card Office

PR No.: 2561

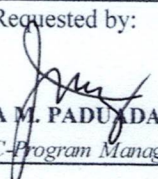


Date: 11/28/2023

Section: _____

FPP: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Ballpen, ballpoint, fine, 12's, blue	2	250.00	500.00
2	boxes	Ballpen, ballpoint, fine, 12's, black	10	250.00	2,500.00
3	boxes	Ballpen, ballpoint, black 12's	5	80.00	400.00
4	rms	Bookpaper, A4	6	260.00	1,560.00
5	rms	Bookpaper, sub20,70g/m2, short	35	250.00	8,750.00
6	rms	Bookpaper, sub20,70g/m2, long	30	260.00	7,800.00
7	pcs	Battery AA, 1.5v	12	35.00	420.00
8	pcs	Ballpen Organizer	2	550.00	1,100.00
9	pcs	Ballpen Holder	6	155.00	930.00
10	pcs	Calculator, 14 digits, 2-way power	5	1,550.00	7,750.00
11	pcs	Calculator, 12 digits,	2	1,300.00	2,600.00
12	bottle	Dishwashing :Liquid, 250ml, antibac	6	95.00	570.00
13	boxes	Disposable gloves, 8 size, large	4	995.00	3,980.00
14	boxes	Envelope, brown, short	12	1,260.00	15,120.00
15	bottle	Fabric Conditioner, 900ml	6	250.00	1,500.00
16	bundle	Garbage bag, biodegradable, 10's large	12	125.00	1,500.00
17	pcs	Highlighter, assorted color	24	45.00	1,080.00
18	pcs	Mouse Pad	8	80.00	640.00
19	pcs	Puncher, heavy duty, 2 holes	3	450.00	1,350.00
20	unit	PRINTER- Model- L120 Specs: Single Function Inkjet printer DIY Printing-Print Speed up to 8.5ipm for black and white4.5ipm	2	9,800.00	19,600.00
21	roll	Plastic cover, thick, big roll	1	2,500.00	2,500.00
22	pcs.	Pentel Pen, broad, (black)	6	53.00	318.00
23	boxes	Pentel pen (black)	4	650.00	2,600.00
24	boxes	Sign Pen, 0.5, pink	6	365.00	2,190.00
25	boxes	Sign Pen, 0.5, black,	12	365.00	4,380.00
26	boxes	Sign Pen, 0.3, black	2	1,150.00	2,300.00
27	boxes	Sign Pen, 1.0 black V10	5	1,100.00	5,500.00
28	pcs	Stapler with built -in remover	2	420.00	840.00
29	pcs.	USB 3.0 to Gigabit Ethernet/Network Adapter	2	1,500.00	3,000.00
30	pcs.	USB PORT HUB	3	1,000.00	3,000.00
31	pcs	Universal Ink, Black	24	160.00	3,840.00
32	pcs	Universal Ink, Magenta	4	160.00	640.00
33	pcs	Universal Ink, Yellow	3	160.00	480.00
34	pcs.	Universal Ink, Cyan	3	160.00	480.00
35	pcs	Scissor,hd	4	90.00	360.00
36	bundle	Table rug white	4	185.00	740.00
TOTAL					112,818

Purpose: Additional Office Supplies for the operation use of City Health Card Office

Signature:	Requested by: 	Cash Availability: 	Approved by: 
Printed Name:	JULIETA M. PADUA, RSW	NICASIO D. ATAPANG	MARILOU F. MORILLO
Designation:	<i>CCHC-Program Manager</i>	<i>Acting - City Treasurer</i>	<i>City Mayor</i>
PR 2021 v. 0			

AS TO BUDGET AVAILABILITY