

POSTED  
OK WITH TAG

**PURCHASE REQUEST**

Date: 05/06/24

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Department: **PDAO** PR No.: 0889 Date: 05/31/2024  
Section: \_\_\_\_\_ FPP: \_\_\_\_\_

| Item No. | Unit | Item Description  | Quantity | Unit Cost | Total Cost |
|----------|------|---|----------|-----------|------------|
| 1        | pc   | Office Laptop<br>1 Core I5<br>8GB Memory<br>512 GB SSD<br>15.6 FHD - IPS<br>Windows 11<br>MS Office H&S<br>with Video Graphics Card | 1        | 60,000.00 | 60,000.00  |
|          |      |   |          |           | 60,000.00  |

Purpose: Office laptop for PDAO use.

|   |  |  |
|---|--|--|
| Requested by:<br><br><b>BENJAMIN M. AGUA JR.</b><br>PDAO Head | Cash Availability:<br><br><b>NICASIO D. CATAPANG</b><br>City Treasurer | Approved by:<br><br><b>MARLOU F. MORILLO</b><br>City Mayor |
|---|--|--|

PR 2021 v. 0

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7 - 6/03/24