

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

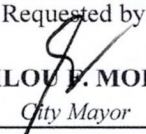


Fund: **GENERAL**

Department: **CMO** PR No.: 0846
 Section: _____ FPP: _____

Date: 05/27/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
41	pcs	Combo Ring 1"	8	45.00	360.00
42	unit	Computer Chair, black	1	7,000.00	7,000.00
43	pcs	Computer Ribbon Epson LX 310	5	195.00	975.00
44	pcs	Computer Ribbon Epson LQ 310	10	250.00	2,500.00
45	bxs	Continous Paper, 3 ply, carbonless (9.5 x 11)	10	1,300.00	13,000.00
46	pcs	Correction pen, metal tip	16	60.00	960.00
47	pcs	Correction Tape	332	45.00	14,940.00
48	box	Creamer Pouch 250g	1	2,867.00	2,867.00
49	dozen	Cups	1	600.00	600.00
50	packs	Cutter Blade	2	35.00	70.00
51	pcs	Cutter, heavy duty	2	350.00	700.00
52	pc	Cutter, wood (Paper cutter)	1	1,500.00	1,500.00
53	pc	Dater (Trodat)	1	500.00	500.00
54	pc	Dater Stamp (Paid)	1	150.00	150.00
55	pc	Dater Stamp ("Received")	1	150.00	150.00
56	pcs.	Desktop Ballpen (Black)	5	50.00	250.00
57	bxs	Disposable Syringe (Cardinal 3ccx1")	10	450.00	4,500.00
58	pcs	Envelope, brown, long	786	6.00	4,716.00
59	pcs	Envelope, brown, short	438	5.00	2,190.00
60	pcs	Envelope, expanding w/ garter, blue, long	44	25.00	1,100.00
61	pcs	Envelope, expanding w/ garter, green, long	5	25.00	125.00
62	pcs	Envelope, expanding w/ garter, red, long	5	25.00	125.00
63	pcs	Envelope, expanding w/ garter, yellow, long	5	25.00	125.00
64	pcs	Envelope, expanding w/ garter, violet, long	10	25.00	250.00
65	pcs	Envelope, expanding, plastic, long	3	250.00	750.00
66	box	Envelope, mailing, white, long	1	460.00	460.00
67	pcs	Eraser, board	2	55.00	110.00
68	pcs	Eraser, white	8	45.00	360.00
69	units	Extension Cord, 15m, 3 gang	5	1,200.00	6,000.00
70	unit	Extension Cord, 10m	1	500.00	500.00
71	bxs	Fastener, plastic coated, regular	72	50.00	3,600.00
72	bxs	Fastener, plastic coated, 8"	3	180.00	540.00
73	box	Fastener, metal, 8"	1	180.00	180.00
74	pcs	File Box, black	2	550.00	1,100.00
75	pcs	File Organizer	4	170.00	680.00
76	unit	Filing Cabinet, steel, 4 layer	1	16,000.00	16,000.00
77	pc	Filler for Parker Pen, blue (M) (0.7)	1	330.00	330.00
78	roll	Flatcord Wire 1.25 mm2/2c # 16	1	3,200.00	3,200.00
79	pcs	Folder Holder, carton, black	6	160.00	960.00
80	pcs	Folder Holder, carton, blue/red	17	160.00	2,720.00
Sub-Total 2					97,143.00

Purpose: For the use of City Government of Calapan (2nd Quarter) - Lot 2

Signature:	Requested by: 	Cash Availability: 	Approved by: 
Printed Name:	MARILOU F. MORILLO	NICASIO CATAPANG	MARILOU F. MORILLO
Designation:	<i>City Mayor</i>	<i>City Treasurer</i>	<i>City Mayor</i>