

## 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
81	pcs	Folder, ivory, 14pts., long	1163	8.00	9,304.00
82	pcs	Folder, ivory, 14pts., short	466	6.50	3,029.00
83	pcs	Folder, pressboard, blue, long	205	25.00	5,125.00
84	pcs	Folder, pressboard, green, long	65	25.00	1,625.00
85	pcs	Folder, pressboard, violet, long	37	25.00	925.00
86	pcs	Folder, pressboard, short	10	18.00	180.00
87	btls	Glue, 130g	21	75.00	1,575.00
88	pc	Head Flashlight	1	450.00	450.00
89	pcs	Highlighter, assorted colors	59	45.00	2,655.00
90	pc	In and Out Tray, 3 layers	1	950.00	950.00
91	packs	Index Card, 1/2	20	50.00	1,000.00
92	btls	Ink for numbering machine, stamp	2	70.00	140.00
93	pc	Ink Refill for Parker pen, black	1	320.00	320.00
94	rolls	Japan Cord	5	70.00	350.00
95	pcs	Laminating film, long	87	15.00	1,305.00
96	pcs	Loose leaf	250	40.00	10,000.00
97	pcs	Magazine Rack, single	30	249.00	7,470.00
98	pairs	Metal Book Stand Bookends	4	145.00	580.00
99	pcs	Moistener Flat (For counting money)	3	50.00	150.00
100	pc	Monoblock Table (Black)	1	3,000.00	3,000.00
101	pcs	Office Chair	5	6,500.00	32,500.00
102	bxs	Paper Clamp, big	2	120.00	240.00
103	bxs	Paper Clamp, medium	2	75.00	150.00
104	bxs	Paper Clamp, small	2	35.00	70.00
105	bxs	Paper Clip, plastic coated, big	33	35.00	1,155.00
106	bxs	Paper Clip, plastic coated, small	43	25.00	1,075.00
107	reams	Parchment Paper	5	350.00	1,750.00
108	pc	Paste, 200g	1	40.00	40.00
109	bxs	Pencil, No.2	21	120.00	2,520.00
110	pcs	Pencil Sharpener, regular	2	30.00	60.00
111	pcs	Pencil Sharpener	2	450.00	900.00
112	pcs	Permanent Marker, fine, black	49	55.00	2,695.00
113	pcs	Permanent Marker, fine, blue	9	55.00	495.00
114	pcs	Permanent Marker, broad, black	35	60.00	2,100.00
115	pc	Permanent Marker, broad, blue	1	60.00	60.00
116	packs	Photo Paper, glossy, A4, 20's	6	150.00	900.00
117	packs	Photo Paper, high gloss, A4, 20's	5	150.00	750.00
118	packs	Photo Paper, matte, A4, 20's	5	120.00	600.00
119	pcs	Plaque, 8.5 x 11	5	150.00	750.00
120	pads	Post-it note pad, 1x1.5	15	30.00	450.00
<b>Sub-Total 3</b>					<b>99,393.00</b>

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

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