

**POSTED**

**PURCHASE REQUEST**

Date: 6/22/2024

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Department: City Assessor's Department

PR No.: 0998

Date: 06/20/2024

Section: \_\_\_\_\_

FPP: \_\_\_\_\_

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	lot	3-Ring binder, Letter, Hard cover	250	600.00	150,000.00
2	set	Tax Map Cover	1	15,000.00	15,000.00
3	pcs	Puncher, 3-hole adjustable	2	700.00	1,400.00
					166,400.00

OK AS TO BUDGET AVAILABILITY  
 LORETA R. A. GALICIA  
 CEBU-CITY BUDGET OFFICE  
 MODE- GRA PROJECT  
 H 937

Purpose: For Records Cleansing, Conversion and Management in preparation of General Revision of Assessment

Requested by:	Cash Availability:	Approved by:
Signature: Printed Name: <b>JELSON O. MASONGSONG</b> Designation: <i>City Assessor</i>	Signature: Printed Name: <b>NICASIO I. CATAPANG</b> Designation: <i>City Treasurer</i>	Signature: Printed Name: <b>MARILOU F. MORILLO</b> Designation: <i>City Mayor</i>