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PURCHASE REQUEST

LGU: **CITY OF CALAPAN** Fund: Date: 4/25/2024

Department: **STC** PR No.: 0571 Date: 04/19/2024
Section: FPP:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Alcohol Spray, *500ml, big*	40	180.00	7,200.00
2	sets	Ballpen with strings	20	65.00	1,300.00
3	pcs	Battery, Alkaline, AA, Energizer	20	55.00	1,100.00
4	pcs	Battery, Alkaline, AAA, Energizer	30	60.00	1,800.00
5	reams	Bookpaper, *sub20, 70g/m2, long*	50	290.00	14,500.00
6	reams	Bookpaper, *sub20, 70g/m2, short*	20	270.00	5,400.00
7	btls	Printer Ink, Brother DCP-720, black (D60)	4	700.00	2,800.00
8	btls	Printer Ink, Brother DCP-720, yellow	4	700.00	2,800.00
9	btls	Printer Ink, Brother DCP-720, Magenta	4	700.00	2,800.00
10	btls	Printer Ink, Brother DCP-720, Cyan	4	700.00	2,800.00
11	packs	Cable ties for wire, large, resealable zip ties	2	500.00	1,000.00
12	pcs	Envelope , brown, long	20	25.00	500.00
13	pcs	Extension wires, 5 meters	2	900.00	1,800.00
14	pcs	Folder, pressboard W/O tab, violet	50	25.00	1,250.00
15	pc	Plastic Storage Box with Wheels, white or transparent, 120 ltrs capacity	1	950.00	950.00
16	pc	Outdoor Folding Utility Trolley cart 90x50x60cm	1	3,500.00	3,500.00
17	box	Sign Pen, Pilot 0.7, black	5	1,140.00	5,700.00
18	bundles	Table rugs, white	3	150.00	450.00
19	pcs	Tape,1" packaging	3	50.00	150.00
20	pcs	Tape, 2", Masking, Transparent	5	65.00	325.00
21	pcs	Tape, duct, 2"	3	550.00	1,650.00
22	rolls	Tape, *electrical, big*	5	60.00	300.00
23	pcs	Tape scotch 1"	5	30.00	150.00
24	pcs	Tape scotch 2"	5	60.00	300.00
25	pcs	Tarpaulin Stand, X-Banner	15	650.00	9,750.00
26	packs	Tissue Paper, *interfolded, 1 ply, pulls*	40	75.00	3,000.00
27	rolls	Trash bags, 30x37", transparent	20	110.00	2,200.00
		TOTAL			**75,475.00**

OKAS TO BUDGET AVAILABILITY #305
LORIETA R. A. GALICIA
CGDH-CITY BUDGET OFFICER
Serbisyong Tama Programa

Purpose: Office Supplies for Brgy Caravan January - December

	Requested by:	Cash Availability:	Approved by:
Signature:			
Printed Name:	**MARILOU F. MORILLO**	**NICASIO D. CATAPANG**	**MARILOU F. MORILLO**
Designation:	*City Mayor*	*City Treasurer*	*City Mayor*

PR 2021 v. 0

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