

PURCHASE REQUEST

POSTED

LGU: **CITY OF CALAPAN**

Date: 6/20/2024

Department: CEPWD

PR No.: _____

Fund: **GENERAL FUND-Trust Liability**

Section: _____

FPP: 8751

0925

Date: 06/10/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	reams	Book paper, A3	10	708.00	7,080.00
2	reams	Bookpaper, sub20, 70g/m2, long	40	300.00	12,000.00
3	pcs	Refill Toner for Machine Copier (Canon)	10	3,000.00	30,000.00
4	boxes	Sign Pen , hightechpoint, v7grip	6	950.00	5,700.00
5	pcs	Ink Cartidge for MFC J3540dw, black	20	950.00	19,000.00
6	pcs	Ink Cartidge for MFC J3540dw, magenta	10	850.00	8,500.00
7	pcs	Ink Cartidge for MFC J3540dw, yellow	10	850.00	8,500.00
8	pcs	Ink Cartidge for MFC J3540dw, cyan	10	850.00	8,500.00
9	pcs	Measuring Tape, 50 m	3	1,600.00	4,800.00
10	pcs	Measuring Tape, 8m	3	700.00	2,100.00
11	pc	Jungle Bolo, 18"	1	500.00	500.00
12	pc	Hasaan	1	250.00	250.00
TOTAL					106,930.00

OK AS TO BUDGET AVAILABILITY

LORIETA R. A. GALICIA

CGDH - CITY BUDGET OFFICER

Purpose: to be used as office supplies for the processing of department documents

Signature:	Requested by:	Cash Availability:	Approved by:
Printed Name:	BENJAMIN L. ACEDERA	NICASIO D. CATAPANG	MARLOU F. MORILLO
Designation:	<i>City Engineer</i>	<i>City Treasurer</i>	<i>City Mayor</i>