

POSTED

PURCHASE REQUEST

Date: 8/16/2024

82
LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Department: CMO

PR No.: 1388

Date: 08/15/2024

Section: _____

FPP: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	unit	Desktop Computer Motherboard 8GB RAM;1 TB HDD;256GB SSD 2GB Video Graphica Card USB Keyboard & Mouse Casing with Power supply 18.5' LED Monitor AVR	1	49,900.00	49,900.00 - -
2	unit	printer Printer Type: Print ISO 24734, A4 Simplex (Black / Colour) :Up to 9.0 ipm / 4.8 ipm*1 Paper Feed Method:Friction Feed Paper Hold Capacity:Input Capacity: Up to 50 sheets of Plain Paper (75g/m2) Maximum Paper Size:8.5 x 44" Paper Sizes:A4, Letter, Legal (8.5 x 14") Print Margin:3 mm top, left, right, bottom v via custom settings in printer driver	1	12,000.00	12,000.00
3	unit	ceiling fan	15	4,380.00	65,700.00
4	reams	Bookpaper A4	5	350.00	1,750.00
5	reams	Bookpaper Legal	5	450.00	2,250.00
6	tube	Ballpen, 50's, retractable, black	1	500.00	500.00
7	pcs	Pentel pen	5	75.00	375.00
8	pcs	Plastic Cover (small roll)	5	75.00	375.00
9	pcs	Long Envelope	20	8.00	160.00
10	pcs	Long Folder	20	8.00	160.00
11	pcs	Record book, regular size, 500p	5	200.00	1,000.00
total					134,170.00

ON AS TO BUDGET AVAILABILITY #1355
ROSITA R. A. GALICIA
CGDA - CITY BUDGET OFFICER
Subsidiary to National Government Agencies

Purpose: to be used by BJMP

Requested by: Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>	Cash Availability: NICASIO CATAPANG <i>City Treasurer</i> 1445	Approved by: MARILOU F. MORILLO <i>City Mayor</i>
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