

# PURCHASE REQUEST

**POSTED**

LGU: **CITY OF CALAPAN**

Date: 8/30/2024

Fund: **GENERAL FUND**

Department: Sangguniang Panlungsod  
Section: \_\_\_\_\_

PR No.: \_\_\_\_\_  
FPP: 1021

Date: 08/27/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Double AA Microphone Battery (4's)	5	100.00	500.00
2	ream	Vellum Board (A4 size)	15	350.00	5,250.00
3	pcs	Illustration Board (1 whole)	150	70.00	10,500.00
4	pc	Heavy Duty Stapler (Large)	2	350.00	700.00
5	boxes	Staple Wire (5m)	3	200.00	600.00
6	pcs	Masking Tape	15	35.00	525.00
7	pc	Heavy Duty Glue Gun (small)	1	300.00	300.00
8	bundle	Glue Stick (small/25's)	50	35.00	1,750.00
9	pcs	Plastic Envelope (short)	680	15.00	10,200.00
10	boxes	Crayons (8 colors)	680	35.00	23,800.00
11	pcs	Story Books	680	30.00	20,400.00
12	roll	Plastic Straw	1	125.00	125.00
13	packs	Party Loot bags (10's)	150	50.00	7,500.00
14	packs	Candies (50's)	275	50.00	13,750.00
15	packs	Biscuits (10's)	275	100.00	27,500.00
<b>TOTAL</b>					<b>123,400.00</b>

WAS TO BUDGET AVAILABILITY #1431  
**LORIETA R. A. GALICIA**  
 CGOH - CITY BUDGET OFFICER  
*Other moOE*

Purpose: Lakbay Kaalaman - Community Outreach Program of Sangguniang Kabataan City Federation

Requested by: Signature: _____ Printed Name: <b>HON. DEO P. LOPEZ</b> Designation: <i>SKCF President</i>	Cash Availability: Signature: _____ Printed Name: <b>NICASIO D. CATAPANG</b> Designation: <i>City Treasurer</i>	Approved by: Signature: _____ Printed Name: <b>ROMMEL A. IGNACIO</b> Designation: <i>City Vice Mayor #245</i>
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