

PURCHASE REQUEST

OK WITH BAC 8

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Department: **CYSDD**

PR No.: _____

2286

Date: _____

11/25/2024

Section: _____

FPP: _____

11/25/2024

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	LOT 1 lot 1	HOTEL ACCOMMODATION Seminar Package - (Meals & Snacks, Venue w/ Hotel Accommodation (2 days and 1 night) <i>Subtotal 1</i>	30	1,700.00	102,000.00 102,000.00
2	LOT 2 pcks	SUPPLIES Vellum Board (Short)	4	80.00	320.00
3	pcs	Certificate frames (short)	6	170.00	1,020.00
4	pcs	Manila Papers	20	10.00	200.00
5	bxs	Permanent Marker	2	455.00	910.00
6	pcs	Notebook	24	100.00	2,400.00
7	pcs	ID lace with holder	24	40.00	960.00
8	pcs	Plastic Kit/ Envelope	24	35.00	840.00
9	bxs	Pen (MyOgel 12's)	3	450.00	1,350.00
<i>Subtotal 2</i>					8,000.00
TOTAL					110,000.00

CITY BUDGET DEPARTMENT
OK AS TO BUDGET AVAILABILITY
2285
ORIENTA R.A. GALICIA, MD
CGDH - City Budget Officer
YOUTH DEV'T PROG.

Purpose: To be used for the Continuing Training for Leadership for CYDC Members.

Requested by: Signature:  Printed Name: MARVIN L. PANAHON Designation: <i>CYSD Officer</i>	Cash Availability: Signature:  Printed Name: NICASIO D. CATAPANG Designation: <i>City Treasurer 2285</i>	Approved by: Signature:  Printed Name: MARILOU F. MORILLO Designation: <i>City Mayor</i>
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