

# PURCHASE REQUEST

11/13/24

LGU: CITY GOVERNMENT OF CALAPAN

FUND: GENERAL FUND

Department: City Health and Sanitation Department

PR No. 2028

Date: 11/7/24

Section: \_\_\_\_\_

FPP: \_\_\_\_\_

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	bxs	Linen paper cream (long)	5	4,158.70	20,793.50
2	bxs	Linen paper cream (short)	4	3,887.00	15,548.00
3	bxs	Linen paper green (long)	3	1,100.00	3,300.00
4	reams	Riso Printing (Sanitary Permit, HC/MC, Order of Payment)	16	1,100.00	17,600.00
5	bxs	Ballpen black (50's)	6	450.00	2,700.00
6	rms	Carbon paper (blue)	1	926.90	926.90
7	ltr	Continuous Ink (black)	1	1,500.00	1,500.00
8	sets	Continuous ink (BMCY)	3	1,200.00	3,600.00
9	box	Pentel pen (black)	2	650.00	1,300.00
<b>TOTAL</b>					<b>67,268.40</b>

**CITY BUDGET DEPARTMENT**

OK AS TO BUDGET AVAILABILITY

*[Signature]* #1988

**LORIETA R.A. GALICIA, MDMG**

CGDH - City Budget Officer

*HEALTH & SANITATION PROG.*

**PAYABLE**

**CHAD**

*12-10797*

**Purpose:** for issuance of sanitary permnts and other regulatory requirements of EH&S.

Requested by:	Cash Availability:	Approved by:
Signature: <i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name: <b>BASILISA M. LLANTO, MD</b>	<b>NICOLAS CATAPANG</b>	<b>MARILOU F. MORILLO</b>
Designation: <i>10/20</i> City Health Officer	City Treasurer	City Mayor
Date: _____	_____	_____