

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Department: **CMO**

PR No.: 1251

Date: 3/5/2025

Section: _____ FPP: _____

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
March 19, 2025					
Lot 1- Rental of Tables and Chairs					
1	pcs	Rental of Tables	100	155.00	15,500.00
2	pcs	Rental of Chairs	500	25.00	12,500.00
SUBTOTAL					28,000.00
Lot 2- Other Supplies and Materials					
1	pcs	Sun visor	1700	100.00	170,000.00
SUBTOTAL					170,000.00
Lot 3- Meals (Buffet Dinner)					
1	packs	Korean beef stew, fish fillet w/garlic sauce, mixed vegetables, dessert, rice and drinks	850	500.00	425,000.00
SUBTOTAL					425,000.00
GRAND TOTAL					623,000.00

Purpose: For City Government Employees' Day.

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