

# PURCHASE REQUEST

POSTED

LGU: **CITY OF CALAPAN**

Department: **CMO-STC**

Fund: \_\_\_\_\_ Date: 11/13/24

Section: \_\_\_\_\_ PR No.: 2008

FPP: \_\_\_\_\_ Date: 11-05-24

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Plastic Storage Box w/ Wheel white or transparent 120-liter capacity	2	950.00	1,900.00
2	reams	Book paper, sub 20, 70g/m2, long	45	290.00	13,050.00
3	reams	Book paper, sub 20, 70g/m2, short	25	270.00	6,750.00
4	sets	Ballpen with strings	50	65.00	3,250.00
5	packs	Tissue paper, interfolded, 1ply pulls	40	75.00	3,000.00
6	pcs	Tape, 2" Masking, transparent	20	65.00	1,300.00
7	packs	Staple wires	4	65.00	260.00
8	packs	Correction tape	30	45.00	1,350.00
9	pcs	Alcohol, spray, 500ml big	50	180.00	9,000.00
10	boxes	Disposable facemask, FDA-Approved, 50s	50	250.00	12,500.00
11	pcs	Permanent marker, fine, black	25	55.00	1,375.00
12	bottles	Ink refill, LC673	4	555.00	2,220.00
13	pcs	Stande, butterfly	2	850.00	1,700.00
<b>TOTAL</b>					<b>57,655.00</b>

**CITY BUDGET DEPARTMENT**

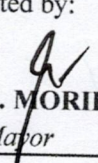
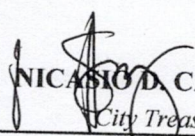
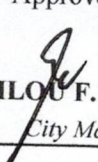
OK AS TO BUDGET AVAILABILITY

*[Signature]* #1992

**LORIETA R.A. GALICIA, MDMG**  
CGDH - City Budget Officer

SERBISYONG TAMAY PROCL.

Purpose: Supplies and Materials to be use for Helpdesk OMPH

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