

**POSTED**

# PURCHASE REQUEST

Date: 03/01/25

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Date: 2/27/25

Department: \_\_\_\_\_  
Section: \_\_\_\_\_  
PR No.: 0200  
FPP: \_\_\_\_\_

| Item No.     | Unit | Item Description                    | Quantity | Unit Cost | Total Cost          |
|--------------|------|-------------------------------------|----------|-----------|---------------------|
| 1            | PCS. | Filling Cabinet Steel 4 layers wide | 2        | 24,500.00 | 49,000.00           |
| 2            | PC.  | Executive Chair                     | 1        |           | 10,000.00           |
| 3            | PCS. | Office Chairs with arm              | 4        | 4,000.00  | 16,000.00           |
| 4            | PC.  | Steel Table                         | 1        |           | 27,000.00           |
| 5            | PCS. | Visitor's Chair                     | 2        | 2,500.00  | 5,000.00            |
| <b>TOTAL</b> |      |                                     |          |           | <b>P 107,000.00</b> |


 OMBUDSMAN TO BUDGET AVAILABILITY  
 LORETA R. A. GALICIA #144  
 OMBUDSMAN BUDGET OFFICE  
 OFFICE SUPPLIES EXP.

Purpose: OFFICE SUPPLIES OF B.P.L.S

|  |   |   |
|--|---|---|
| Requested by:<br>Signature: _____<br>Printed Name: <b>MARIA BENELYN JOY D. GARDOCE</b><br>Designation: <i>Licensing Officer IV</i> | Cash Availability:<br>Signature: _____<br>Printed Name: <b>NICASIO D. CATAPANG</b><br>Designation: <i>City Treasurer 0192</i> | Approved by:<br>Signature: _____<br>Printed Name: <b>MARILOU F. MORILLO</b><br>Designation: <i>City Mayor</i> |
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