

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**Fund: **Trust Liabilities - SP, Fund, Trust Liabilities -
Seminars and Training, TL - Cultural**Department: **CCC**PR No.: **0167**Date: **02/21/2025**

Section:

FPP:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
Making A History, Legacy of Unity: 17 Years of City College of Calapan					
1	ream	Vellum Papers A4	4	400.00	1,600.00
2	ream	White Folder Long	2	450.00	900.00
3	set	Assorted Cartolina (10pcs)	1	100.00	100.00
4	pcs	Stapler	2	120.00	240.00
5	pcs	Picture Frame A4	20	300.00	6,000.00
6	pcs	Certificate Holder A4	35	60.00	2,100.00
7	pack	Sticker Paper A4	1	90.00	90.00
8	pcs	Masking Tape - 1 inch	5	50.00	250.00
9	box	Thumb Tacks	3	25.00	75.00
10	pcs	Double sided tape -1inch	5	50.00	250.00
11	pcs	Scissors big	3	80.00	240.00
12	pcs	Glue gun small	3	150.00	450.00
13	pcs	Glue Stick	35	5.00	1,750.00
14	pc	Electric styrofoam cutting tool	1	400.00	400.00
15	box	Monggol Pencil #2	2	150.00	300.00
16	ream	Hard Copy Bond Paper Long	2	350.00	700.00
17	set	Ink for (Brother DCP-T420W)	1	600.00	600.00
18	box	Battery Double A (mic)	1	400.00	400.00
19	pack	Safety Pin	2	50.00	100.00
20	pcs	Pilot permanent marker	3	80.00	240.00
21	pcs	Glue Gun (11.2 mm)	10	250.00	2,500.00
22	pcs	Stainless Cutter (w/ extra blade)	3	250.00	750.00
23	pcs	Light Projector (Science based)	10	1,500.00	15,000.00
24	pcs	Extension Cords (8 meter with universal outlet	10	500.00	5,000.00
25	pcs	Token for Chorale, Pageant, Magpasikat, BOTB Mass Dance	17	700.00	11,900.00
26	roll	Satin Ribbon gold 3inches	2	200.00	400.00
27	roll	Vintage Lace 3 inches	2	200.00	400.00
28	pcs	Satin Cloth Full Sash Minor Awards	14	100.00	1,400.00
29	pcs	Satin Cloth Full Sash 2nd,1st-Ms. CCC 2025 & reigning Mr.& Ms. CCC	8	150.00	1,200.00
30	roll	Alpha gina cloth -black	1/2	2,000.00	2,000.00
31	roll	Alpha gina cloth -white	1/2	2,000.00	2,000.00
32	m	Alpa Gina (Black)	60	40.00	2,400.00
33	m	Satin (Light Blue)	50	120.00	6,000.00
34	m	Satin (Dark Blue)	50	120.00	6,000.00
35	m	Ribbon Lace (4") - Dark Blue	10	100.00	1,000.00
36	m	Ribbon Lace (4") - Light Blue	10	100.00	1,000.00
37	m	Ribbon Lace (4") - White	10	100.00	1,000.00
38	pc	Royal Queen Crown Round metal with yellow rhinestone	1	1,800.00	1,800.00
39	pc	Royal King crown round metal with yellow rhinestone	1	1,800.00	1,800.00
40	pax	Lei for visitor (during opening)	5	350.00	1,750.00
Total					82,085.00

Purpose: **Supplies for Making A History, Legacy of Unity: 17 Years of City College of Calapan**

Requested by:

Cash Availability:

Approved by:

Signature:

Printed Name:

RONALD F. CANTOS

Designation:

College Administrator**NICASIO B. CATAPANG****City Treasurer****MARILOU F. MORILLO****City Mayor**

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