

PURCHASE REQUEST

LGU: **CITY GOVERNMENT OF CALAPAN**

Fund: **GENERAL FUND**

Department: **City Budget Department**
Section: _____

PR No.: 0794
FPP: 1017

Date: 05/27/25

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	unit	Water Dispenser - Bottom load - 3 options: hot, cold, and warm - with child safety lock protector for hot water switch	1	16,000.00	16,000.00
2	unit	Printer - Printer Type: Print, Scan, Copy - Maximum Resolution: 5760 x 1440 dpi - Maximum Copy Size: A4, Letter - Scanner Type: Flatbed color image scanner - Optical Resolution: 1200 x 2400 dpi - Maximum Scan Area: 216 x 297 mm - Maximum Paper size: 215.9x1200mm - Paper sizes: Legal, Letter, A4, 8.5 x 13" - Dimensions (W x D x H): 375 x 347 x 179mm - Weight 3.9 kg	2	19,912.00	39,824.00
3	unit	Steel Drawer - recessed handles with card holders - designed to accommodate letter and legal size files - maximum load per drawer: 40kgs - with one adjustable divider per drawer - centralized lock with 2pcs keys - gauge no. 16 railings	1	18,936.00	18,936.00
					74,760.00

OK AS TO BUDGET AVAILABILITY
LORIETA A. GALICIA
CGDH-CITY BUDGET OFFICE

CMD - Other Supplies & Materials Expenses

Purpose: Office Supplies to be used by City Budget Office

Signature: Printed Name: LORIETA A. GALICIA, MDMG Designation: City Budget Officer	Requested by:	Cash Availability: NICASIO B. CATAPANG <i>City Treasurer</i>	Approved by: MARILOU F. MORILLO <i>City Mayor</i>
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