

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

Fund: **GENERAL FUND**

Department: _____
Section: **CITY LIBRARY**

PR No.: 0622
FPP: _____

Date: 5-5-25

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
PAINTING MATERIALS					
1	pcs	Paintbrush (small pointed)	130	25.00	3,250.00
2	pcs	Paintbrush (medium flat)	130	40.00	5,200.00
3	pcs	Clear plastic squeeze bottle condiment dispenser	20	25.00	500.00
4	pack	Sauce container with hinged lid (4oz.)	1	100.00	100.00
5	packs	Oslo Paper (50 pcs per pack)	3	55.00	165.00
6	pcs	1/8 Illustration board	130	16.00	2,080.00
7	liter	Acrylic paint (Black)	1	175.00	175.00
8	liters	Acrylic paint (Flat White)	4	200.00	800.00
BEADS ACCESSORIES MAKING					
9	packs	Beads (assorted)	50	130.00	6,500.00
10	roll	Strings & cord	10	115.00	1,150.00
11	sets	Jewelry Hardware (pinheads, earrings, etc.)	15	218.00	3,270.00
12	packs	Keychain Hardware	4	362.00	1,448.00
FABRIC HEAT PRESS					
13	packs	Dark Heat Transfer Paper	50	442.00	22,100.00
14	pcs	T-shirts (kids)	130	150.00	19,500.00
15	pcs	Canvas Tote Bags (14inX16in)	130	95.00	12,350.00
16	sets	Fiber Tip Coloring Pen (20 colors)	2	540.00	1,080.00
Basic Reading Enhancement					
17	pcs	Plastic Envelope (long)	130	31.00	4,030.00
18	pcs	Ballpen (black)	130	12.00	1,560.00
19	boxes	Pencil # 2	6	108.00	648.00
20	pcs	Story books (Big Book)	130	100.00	13,000.00
Other Supplies and Materials					
21	pc	Tarpaulin (4ft x 6ft)	1	550.00	550.00
22	pc	Tarpaulin- Crafting Station Signages (5ft x 2ft)	2	300.00	600.00
23	packs	Parchment Paper (short)	20	100.00	2,000.00
24	set	3-in-1 Printer ink CYMK	1	3,312.00	3,312.00
25	ream	Colored Paper (Assorted)	1	400.00	400.00
26	pc	Corkboard (40cmX60cm)	1	340.00	340.00
		Honorarium (Visual Art Specialist)		3,000.00	3,000.00
TOTAL					109,108.00

Purpose: Supplies and materials to be used for the Arts and Crafts Workshop and Basic Reading Enhancement for Children to Barangay Bondoc and Parang Reading Centers with the theme "Read, Imagine, Create" on May 26-29, 2025.

Signature:	Requested by:	Cash Availability:	Approved by:
Printed Name:	CLAIRE P. BENTER	NICASIO CATAPANG	MARILYN MORILLO
Designation:	<i>City Librarian</i>	<i>City Treasurer</i>	<i>City Mayor</i>
PR 2021 v. 0			

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