

PURCHASE REQUEST

LGU: CITY OF CALAPAN

Fund: TRUST LIABILITIES - NSTP

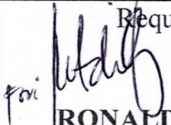


Department: CCC PR No.: 059/

Date: 4/28/25

Section: FPP:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
COMMUNITY NEEDS ASSESSMENT/NSTP OFFICE SUPPLIES					
1	box	Bond Paper (Long)	8	1,500.00	12,000.00
2	box	Bond Paper (Short)	5	1,300.00	6,500.00
3	box	Bond Paper (A4)	1	1,500.00	1,500.00
4	ream	Vellum board 200gsm (short)	20	510.00	10,200.00
5	pcs	File magazine holder (long, single)	5	150.00	750.00
6	pcs	Certificate frame (8.5x11)	50	120.00	6,000.00
7	set	Brother ink BT5000 C/M/Y & BTD60BK	8	2,200.00	17,600.00
8	box	Whiteboard Marker	5	800.00	4,000.00
9	box	My-gel pen 0.7mm black and blue	3	350.00	1,050.00
10	pcs	Stapler HD-50R with remover	6	150.00	900.00
TOTAL					60,500.00

Purpose: Community needs and assessment/NSTP office supplies of City College of Calapan.

Signature: 	Requested by: RONALD F. CANTOS College Administrator	Cash Availability:  NICASIO M. CATAPANG City Treasurer	Approved by:  MARILOU F. MORILLO City Mayor
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