

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**

GENERAL FUND - Office

Department: **CDRRMD**

Fund: **Supplies Expenses**

Section:

PR No.: 33

Date: 04/29/2025

FPP:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	set	Printer Print, Scan, Copy, Fax with ADF Wi-Fi, Wi-Fi Direct Borderless printing up to 4R Compact integrated tank design Scanner Type: Flatbed colour image scanner Maximum Copy Size: Legal With USB Cord With one complete set of ink (black, cyan, magenta, and yellow)	3	23,000.00	69,000.00
				Total	69,000.00

Purpose: for the use of the City DRRM Department to support daily printing tasks, including reports, memos, official documents, and other operational needs.

Requested by:	Cash Availability:	Approved by:
<div>Signature: </div> <div>Printed Name: DENNIS T. ESCOSORA</div> <div>Designation: <i>City DRRM Officer</i></div>	<div></div> <div>NICASIO CATAPANG</div> <div><i>City Treasurer</i></div>	<div></div> <div>MARILOU F. MORILLO</div> <div><i>City Mayor</i></div>