

OK WITH BAC
POSTED

Date: 5/16/25

PURCHASE REQUEST

LGU: **CITY OF CALAPAN**



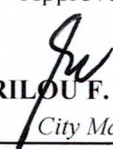
Fund: **Trust Liabilities - Registration Fee**

Department: **CCC** PR No.: 0713
Section: _____ FPP: _____

Date: 05/14/2025

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
PROCUREMENT OF SUPPLIES AND MATERIALS FOR A.Y. 2025-2026 ENROLLMENT					
<i>May - June 2025</i>					
1	pcs	External Hard Drive Expansion USB 3.0 HDD 2TB Portable 2.5" (Backup Plus Slim)	2	4,500.00	9,000.00
2	unit	Printer -A4 Wi-Fi All-in-one Tank Printer with ADF Print, Scan, Copy, Fax with ADF	1	16,000.00	16,000.00
3	unit	Office table, (L-shape) 50x35x24 (superior engineered wood)	1	12,000.00	12,000.00
4	pc	Rotating Office chair/ Swivel Adjustable Office chair	2	2,000.00	4,000.00
5	units	Dual-way Window glass Counter Intercom Speaker System	2	1,800.00	3,600.00
6	pcs	Stanchion Post Retractable Crowd Control Barrier Stand Belt 3M (black)	4	1,200.00	4,800.00
7	pc	IDP Ribbon Kit YMCKO Full Color 100 prints	1	3,500.00	3,500.00
TOTAL					52,900.00

Purpose: Procurement of Supplies and Materials for A.Y. 2025-2026 Enrollment of the City College of Calapan.

Requested by:	Cash Availability:	Approved by:
Signature: 		
Printed Name: RONALD F. CANTOS	NICASIO M. CATAPANG	MARILOU F. MORILLO
Designation: <i>College Administrator</i>	<i>City Treasurer</i> <u>0804</u>	<i>City Mayor</i>