



CITY PLANNING & DEVELOPMENT OFFICE
RECEIVED
 DATE: 7/12/21
 BY: [Signature]
 TIME: 12:00 PM
TACLOBAN CITY

PURCHASE REQUEST

Office/Dept. City Social Welfare & Development Office			PR No. 701-601	July 2, 2021		
Section: TAGLOBAN CITY			SAI No.			
			RIS No. 011-601	July 2, 2021		
ITEM NO.	QTY.	UNIT	PARTICULAR	Stock	Estimated Unit Cost	Estimated Total Cost
1	25	gal	Alcohol, 1 gal, Isopropyl, 70%		510.00	12,750.00
2	12	ream	Paper, Premium Paper S20 (A4)		340.00	4,080.00
3	12	ream	Paper, Premium Paper S20 (Legal size)		348.00	4,176.00
4	12	ream	Paper-Multicopy, 80gsm (A4)		310.00	3,720.00
5	12	ream	Paper-Multicopy, 80gsm (legal)		323.00	3,876.00
6	4	box	Pen-Ballpen, finepoint, Black of 50's/box		405.00	1,620.00
7	4	box	Pen-Marking Pen permanent, black of 12's/box, bullet type		528.00	2,112.00
8	7	pack	Cartolina, 20's/pack, white, 78 gsm		120.00	840.00
9	7	pack	Cartolina, 20's/pack, asstd colors, 78 gsm		120.00	840.00
10	25	pcs	Tape-Correction Tape, film base type, UL on hia, Jan		33.00	825.00
11	20	pcs	Tape-Tranparent Tape (1'w)		33.00	660.00
12	20	pcs	Tape-Tranparent Tape (2'w)		42.00	840.00
13	2	pcs	Stapler, No.35, heavy duty		280.00	560.00

OFFICE OF THE CITY ADMINISTRATOR
RECEIVED
 DATE: 7-5-21
 TIME: [Signature]

CITY GOVERNMENT OF TACLOBAN
 PPNO. 0099 CITY BUDGET OFFICE 2021-0921
 RECEIVED: DATE 7/2/21 TIME 1:53
 DELETED DATE 7/3/21 TIME 7:44 AM

CITY ACCOUNTING OFFICE
TACLOBAN CITY
RECEIVED
 8:10
 7/5/21

[Signature]
 07/06/2021
 8:26 AM

PURPOSE: Above Items Office Supplies for various activity of Emergency Assistance Program Thirty six thousand eight hundred ninety nine pesos only

TOTAL: 36,899.00

Signature Printed Name Position	Requested by:	Fund Availability:	Approved by:
	FE CHONA A. BAHIN, RSW City Social Welfare Officer	Fund Code: General Fund Acct. Code: 5-02-99-990-59 Amount: 36,899.00	[Signature] ALFRED S. ROMUALDEZ City Mayor

EnP. JANIS CLAIRE S. CANTA
CITY PLANNING & DEVELOPMENT OFFICE
 AIR REFERENCE CODE: 9000-100-2-1-16-003
 AMOUNT ALLOCATED: ₱ 36,899.00
 VERIFIED BY: [Signature]
 CSWDO/EMERGENCY ASSISTANCE
 AP 2021
 CSWDO # 2021 - 091 / 06-28-2021

CITY BUDGET OFFICE
 FUND CODE: 100
 OFFICE CODE: 7011
 EMERGENCY LOT CODE: E-02-99-990-59
 FUNDS AVAILABLE: ₱ 36,899.00
 0011-07-7011-2021
 JUL 2021
 909-14 Emergency Assistance Program
VICENTE L. DY, III
 OIC - CITY BUDGET OFFICE
 FUNDS AVAILABLE AS TO EXISTENCE OF ALLOTMENT ₱ 200,000.00 9600