


07-646

BY: 7-14-21
 DATE: 7-14-21
 TIME: 10:10

PURCHASE REQUEST
 City Government of Tacloban
 LGU






Department: **CMO**
 Section: **CMO-SUPPLY**

PR No. 2021-679
 SAI No. 01-679
 RIS No. 01-679

Date: July 12, 2021
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Item No.	QTY	Unit/s	ITEM DESCRIPTION	Estimated Unit Cost	Estimated Total Cost
1	50	Cart	INK, OPT 12-A	3,320.00	166,000.00
2	10	Cart	Toner Ink (For DX2430)	1,120.00	11,200.00
3	5	Roll	Master (DX2430)	2,220.00	11,100.00
4	10	Cart	Toner Fuji Xerox S2011	4,020.00	40,200.00
xxxxxxx nothing follows xxxxxxxx					
Total					228,500.00

Purpose: For printing office documents, communications and other official paper of City Mayor's Office.

Signature: Printed Name: Designation:	Requested By:  ENGR. ROSEMARIE C. LOPEZ CMO-Supply Officer (designate) Administrative Officer V	Fund Availability: Fund Code: Office Code: Expense/Acct. Code: Funds Available:	Approved by:  BY THE AUTHORITY OF HON. ALFRED S. ROMUALDEZ City Mayor
	Signature: Printed Name: Designation:	 SALVADOR A. ABINA JR. City Accountant	ATTY. ANNALIZA A. QUILLOPE CITY ADMINISTRATOR


EnP. JANIS CLAIRE S. CANTA
 City Planning & Development Office

REFERENCE CODE: 1000-000-2-1-01
 AMOUNT ALLOCATED: ₱ 228,500.00
 VERIFIED BY: L-macalled

CMO/MOORE
 RMP 2021

CITY BUDGET OFFICE
 FUND CODE: 100
 OFFICE CODE: 1011
 EXPENSE/ALLOT. CODE: 5-02-03-010
 FUNDS AVAILABLE: ₱ 228,500.00
 FROM # 2021-07-1011-2172
 (O/S) OFFICE SUPPLIES

CITY ACCOUNTANT OFFICE
RECEIVED
 2:21 PM
 7/13/21


VICENTE L. DY, III
 DIC - CITY BUDGET OFFICE

FUNDS AVAILABLE AS TO
 EXISTENCE OF ALLOTMENT


 07/10/2021
 3:48 PM