

PURCHASE REQUEST

City Government of Tacloban

874

Department: City Housing & Community Dev't Office PR No. 2021-848 Date: Sept 20, 2021
 Section: _____ SAI No. _____ Date: _____
 ALOBS No. 01-848 Date: Sept 20, 2021

RECEIVED
 CITY PLANNING & DEVELOPMENT OFFICE
 9/20/21
 C. ROSEL
 3:30 PM

Item No.	Qty.	Unit of Issue	Description	Stock No.	Estimated Unit Cost	Estimated Total Cost
1	4	pck	Battery DRY Cell, AAA, 2 pieces per Blister Pack		77.00	308.00
2	2	pcs	Box Filer, For Legal Size with cover		675.00	1,350.00
3	8	pc	Correction Tape, 8m min		34.00	272.00
4	5	box	Fastener, Plastic 25mm, 50sets/Box		42.00	210.00
5	10	pad	Note pad, Stick on, 50mmx76mm (2"x3")min		29.00	290.00
6	5	pad	Note pad, Stick on, 76mmx76mm (3"x3")min		31.00	155.00
7	5	pad	Note pad, Stick on, 76mmx100mm (3"x4")min		34.00	170.00
8	5	box	Paper Clip, Vinyl Plastic Coat, Length, 50mm, 120gm (Jumbo)		24.00	120.00
9	5	box	Paper Clip, Small, vinyl, plastic coat, length, 32mm (Standard)		23.00	115.00
10	50	ream	Paper, Multi-purpose A4 70gsm, 210mmx297mm		320.00	16,000.00
11	50	ream	Paper, Multi-purpose Legal 70gsm, 216mmx330mm		343.00	17,150.00
12	2	pairs	Scissor Symmetrical, Blade Length: 65mm min		60.00	120.00
13	2	bdls	Folder, Long size 100's/ bundle		650.00	1,300.00
14	5	box	Staple Wire, Standard (26/6)		34.00	170.00
15	2	bdls	Folder, A4 size, 100's/ bundle		620.00	1,240.00
16	3	roll	Tape, Double Adhesive 1"		42.00	126.00
17	5	roll	Tape, Transparent, Width: 24mm		34.00	170.00
18	3	box	Bulldog Clip (medium), 12 pcs/box		110.00	330.00
19	3	box	Bulldog Clip (Large) 12 pcs/box		128.00	384.00
20	3	box	Pen, Ball Pen, Fine Point, Black, 12 pcs box		86.50	259.50

RECEIVED
 OFFICE OF THE CITY ADMINISTRATOR
 BY: _____
 DATE: 9-28-21
 TIME: _____

RECEIVED: DATE 9/24/21 TIME 10:13
 RELEASED: DATE _____ TIME _____

CHECKED INTO APP.
 REZA AUDREY C. QUQUATAN
 DATE: 22 SEP 2021

CITY ACCOUNT OFFICE
 RECEIVED
 8:45

x-x-Nothing Follows x-x

Total Amount: P 40,239.50
 Purpose: For the use of the City Housing & Community Development Office- Office Supplies for 4th Quarter

Signature: _____ Printed Name: L. TEDENCE A. JOPSON Designation: OIC - CHCDO	Requested by: _____ Fund Availability: _____ Fund Code: _____ Office Code: _____ Expense/Acct. Code: _____ Fund Available: _____	Approved by: _____ BY THE AUTHORITY OF THE CITY MAYOR MARVIC U. ADORNADO OIC-Assistant City Administrator ALFRED S. ROMUALDEZ City Mayor
CITY BUDGET OFFICE		28 SEP 2021

EnP. JANIS CLAIRE S. CANTA
 City Planning & Development Coordinator
 OFFICE CODE: 3000-400-2-3-17-001
 AMOUNT ALLOCATED: P 40,239.50
 VERIFIED BY: C. ROSEL

FUND CODE: 100
 OFFICE CODE: 451
 EXPENSE ACCT. CODE: 5-02-03-010
 FUNDS AVAILABLE: P 40,239.50
004-09-0511-2204

PROCUREMENT OF OFFICE SUPPLIES & MATERIALS
 AIP 2021 PAGE NO. 79

VICENTE L. DY, III
 OIC - CITY BUDGET OFFICE
 FUNDS AVAILABLE AS TO EXISTENCE OF ALLOTMENT