RECEIVED BY: DATE: TIME:

925

PURCHASE REQUEST

CITY GOVERNMENT OF TACLOBAN
LGU

RECEIVED: DATE 10/6/21 TIME 3:15
RELEASED: DATE 10/11/21 TIME 3:59

PR No.: 2021-883 Date: Sept 20, 21
SAI No.: Date:
ALOBS No.: 21-843 Date: Sept 20, 21

Department: CITY MAYOR'S OFFICE
Section/Division: CITY POPULATION OFFICE

QTY.	Unit of Issue	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
20	pcs.	Record Book, 300 pages, 214mm x 278mm min		114.00	2,280.00
20	packs	Plastic Envelope, short, 25 pcs./pack		144.00	2,880.00
1	pack	Folder, short, Tagboard, 100 pcs./pack		640.00	640.00
1	pack	Folder, long, Tagboard, 100 pcs./pack		650.00	650.00
5	reams	Specialty Paper, short, 90 gsm		1,020.00	5,100.00
20	reams	Bond Paper, long, 70 gsm.		320.00	6,400.00
20	reams	Bond Paper, short, 70 gsm.		300.00	6,000.00
10	boxes	Plastic Fastener, 25mm, 50 sets/box		42.00	420.00
1	unit	Stapler, Heavy Duty, #35, big		170.00	170.00
1	unit	Puncher, Heavy Duty, w/ two hole guide, big		216.00	216.00
2	units	Calculator, 12 digits		778.00	1,556.00
20	pcs.	Correction Tape, 6m		34.00	680.00
5	boxes	Pencil, Lead with eraser, 12 pcs./box		120.00	600.00
3	boxes	Sign Pen, Black, 12 pcs./box		396.00	1,188.00
4	rolls	Double Adhesive Tape, 48mm x 20m		117.00	468.00
10	rolls	Masking Tape, 2"		72.00	720.00
8	rolls	Transparent Tape, 24mm x 100 y		46.00	368.00
7	rolls	Transparent Tape, 48mm x 50 y		55.00	385.00
4	pcs.	Storage & Organizing Box, 120L, with cover		1,000.00	4,000.00
		x-x-x-x-x-x-x		Thirty-Four Thousand Seven Hundred Twenty-One Pesos	
				TOTAL P	34,721.00

EnP. JANIS CLAIRE S. CANTA
City Planning & Development Coordinator
CITY PLANNING & DEV'T. OFFICE

AIP RR: 9000-200-2-04-2021
AMOUNT: ₱ 34,721.00
VERIFIED BY: GAD / AIP 2021

CHECKED BY: TCAPP
JANETTE B. SANTOS
DATE: 01 OCT 2021

Purpose: Supplies and Materials for Strenghthening Gender and Development (GAD) Program Implementation.
Charge to: Gender and Development(GAD) Program.

	Requested by:	Fund Availability	Approved by:
Signature:			BY THE AUTHORITY OF THE CITY MAYOR
Printed Name:	CIELITO O. ESQUIBEL	SALVADOR A. ABINA, JR.	MARVICAL P. TORNADO
Designation:	Population Program Officer IV	City Accountant / City Accountants Office	OIC-ALFRED S. ROMUALDEZ / City Mayor

CITY ACCOUNTING OFFICE TACLOBAN CITY RECEIVED 4:25 P.M. 10-11-2021

10/12/2021 3:14 PM

CITY BUDGET OFFICE
FUND CODE: 100
OFFICE CODE: 1011
EXPENSE/ALLOT. CODE: 5-02-99-990-502
FUNDS AVAILABLE: 34,721.00
Aprop 2021-06-1011-1717
(964-86) GAD

12 OCT 2021

VICENTE L. DY, III
OIC - CITY BUDGET OFFICER
FUNDS AVAILABLE FOR OBLIGATION AND/OR EXISTENCE OF APPROPRIATION

Urgent! not advance