

PURCHASE REQUEST



LGU

Department : CITY CIVIL REGISTRAR'S OFFICE

PR NO. : 2021-953

Division :

PR Date : Oct 26, 2021

Item No.	Qty.	Unit of Issue	Item Description	Estimated Unic Cost	Estimated Cost
1	5	box	Sign Pen Black 0.5	384.00	1920
2	2	box	Sign Pen Blue 0.5	384.00	768.00
3	40	ream	Book paper A4 70gsm	220.00	8,800.00
4	20	ream	Book paper Long, 70gsm	230.00	4,600.00
5	10	box	Sign Pen 1.0 mm Black	1,140.00	11,400.00
6	50	pcs	Correction Tape, 5mmx10m	38.00	1,900.00
7	10	box	Paper Clip (Jumbo)	21.00	210.00
8	5	pcs	Stapler, w/ staple remover	156.00	780.00
9	3	box	Binder Clip (medium), 32mm, 12's/box	72.00	216.00
10	10	pcs	Multipurpose Glue 240g	108.00	1,080.00
11	5	box	Ballpen (Black)	72.00	360.00
12	1	box	Ballpen (Red)	72.00	72.00
13	10	pcs	Highlighter Marker	38.00	380.00
			XXX NOTHING FOLLOWS XXX		

CERTIFICATION
(For Non-Common Supplies & Equipment)
THIS IS TO CERTIFY that the price(s) herein indicated is/are within the market price.

Department / Office Head

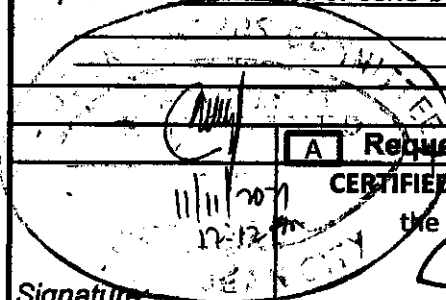
Date

TOTAL AMOUNT

32,486.00

Purpose: For the used of CCRO Department.

Thirty-two thousand four hundred eighty-six pesos only



A Requested by: CERTIFIED included in the PRMP Signature: _____ Printed Name: _____ Designation: _____	B Cash Availability _____ Signature: _____ Printed Name: _____ Designation: _____	C Approved by: _____ Signature: _____ Printed Name: _____ Designation: _____
	IMELDA A. ROA City Civil Registrar	ZOSIMA A. CORDAÑO City Treasurer

CITY BUDGET OFFICE

CITY GOVERNMENT OF TACLOBAN, JANE B. SANTOS
 SA-564 CITY BUDGET OFFICE
 RECEIVED: DATE 11/10/21 TIME 8:55
 RELEASED: DATE 11/10/21 TIME 9:30

FUND CODE: 120
 OFFICE CODE: 1057
 EXPENSE/ALLOT. CODE: 5-02-07-010
 FUNDS AVAILABLE: P 92,486.00
2021.11.1057.4059 in

VICENTE L. DELA CRUZ
 OIC - CITY BUDGET OFFICE
 FUNDS AVAILABLE AS TO EXISTING ALLOTMENT

It - office supplier