PURCHASE REQUEST

Republic of the Philippines
City Government of Tacloban

DEPARTMENT: **TOMECO**
SECTION:

PR. NO.: 2022-54
SAI NO.:
RIS NO.: 022-54

Date.: Jan. 11, 2022
Date:
Date: Jan. 11, 2022

Item No	Unit	QTY	DESCRIPTION	Unit Cost	TOTAL AMOUNT
1	pcs	50	EPSON ink # 644 BLACK	375.00	18,750.00
2	pcs	20	EPSON ink # 644 YELLOW	375.00	7,500.00
3	pcs	20	EPSON ink # 644 MAGENTA	375.00	7,500.00
4	pcs	20	EPSON ink # 644 CYAN	375.00	7,500.00
5	pcs	50	ink refill, EPSON 003, black	375.00	18,750.00
6	pcs	20	EPSON 003 CYAN	375.00	7,500.00
7	pcs	20	EPSON 003 YELLOW	375.00	7,500.00
8	pcs	20	EPSON 003 MAGENTA	375.00	7,500.00
			XXXXXXXXX		
				SUB TOTAL	82,500.00

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 (Printed Name & Signature) — Date

PURPOSE: For TOMECO OFFICE SUPPLY for 1st quarter 2022.

Eighty-two thousand five hundred pesos only

	Requested by	Cash Availability:	APPROVED BY: By the Authority of the City Mayor
SIGNATURE:			ATTY. ANGELETO REI A. LACAMLAO III, City Administrator
PRINTED NAME:	GARRY A. CORMANO	ZOSIMA A. CORDAÑO	ALFRED S. ROMUALDEZ
DESIGNATION:	OIC-TOMECO CHIEF	City Treasurer	City Mayor

CHECKED AS TO APP.
JANETTE B. SANTOS
JAC Secretariat
DATE: JAN 12 2022

CITY BUDGET OFFICE
FUND CODE: 100
OFFICE CODE: 1999
EXPENSE ALLOT. CODE: 5-02-03-010
FUNDS AVAILABLE: ₱82,500.00
#2022-01-1999-036

OFFICE OF THE CITY ADMINISTRATOR
RECEIVED
BY:
DATE: 1-17-22
TIME:

CITY GOVERNMENT OF TACLOBAN
CITY BUDGET OFFICE
RECEIVED: DATE 1-13-22 TIME 3:04
1-13-22 4:15
PR: 2022-0082

AWARDED
01/24/22
9:48 AM
TACLOBAN CITY

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

For office supplies

[redacted]				5% RESERVE	5% RESERVE	5% RESERVE	5% RESERVE	[redacted]		RESERVE		NSUMABLES	NOT AVAILABLE	W	REGULAR AND			n of roject)