

PURCHASE REQUEST

CITY GOVERNMENT OF TACLOBAN
LGU



6-3-22

Department: Human Resource Mgt. & Dev't Office

PR No.

2022 - 725

Division:

PR Date:

June 2, 2022

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
1	20	ream	PVC sheet (A4) w/ transparent overlay	2,500.00	50,000.00
2	1	unit	FLAT BED paper cutter (A4, wood base)	1,100.00	1,100.00
			XXXXX	1,100.00	51,100.00
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 <u>06-01-22</u>	Fifty-one thousand one hundred pesos only.
TOTAL AMOUNT					51,100.00

Purpose: for HRMDO use

SOURCE OF FUND: OFFICE SUPPLIES EXPENSE (755)

A	Requested by:	B	Cash Availability:	C	Approved by:
Signature:	CERTIFIED included in the PPM 		By the Authority of the City Mayor ATTY. ANACLETO BEJA LAGANILAO III City Administrator	ALFRED S. ROMUALDEZ City Mayor	
Printed Name:					ATTY. ANALIZA A. QUILIPE
Designation:	OIC - HRMDO	City Treasurer			

6/3/22

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