

PURCHASE REQUEST

2/28/22 3:52

CITY GOVERNMENT OF TACLOBAN
LGU



PR: 2022-0409

Department: Human Resource Mgt. & Dev't Office PR No. 2022-301
 Division: _____ PR Date: Feb. 24, 2022

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
JANITORIAL SUPPLIES					
1	3	pc	AIR FRESHENER, lemon scent (280ml)	234.00	702.00
2	15	gal	ALCOHOL, ethyl, 68%-70%, scented, 1gallon	612.00	9,180.00
3	5	pack	Black Bag L, 100s/pack	564.00	2,820.00
4	1	pc	DUST PAN, non-rigid plastic, w/ detachable handle	115.20	115.20
5	5	pc	INSECTICIDE, aerosol type, net content: 600ml min	295.50	1,477.50
6	2	pc	Disinfectant Spray, Aerosol Type, 400-500 grams	580.00	1,160.00
7	5	pc	Trash can w/ swing cover (10ltrs)	210.00	1,050.00
8	20	pack	TOILET TISSUE PAPER 2-plys sheets, 12 rolls/pack	134.40	2,688.00
XXXXX				2,745.10	19,192.70

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

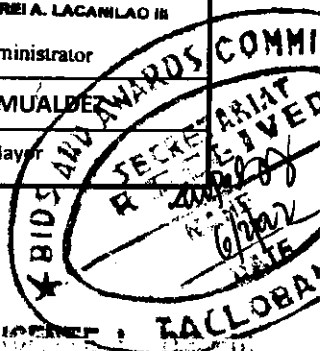
Department /Office Head _____ Date _____
 (Printed Name & Signature)

Nineteen thousand
 one hundred ninety
 two pesos & seventy
 centavos only

TOTAL AMOUNT 19,192.70

Purpose: FOR HUMAN RESOURCE AND DEV'T. OFFICE USE
SOURCE OF FUND: MOEE (755) OFFICE SUPPLIES

	A Requested by:	B Cash Availability:	C Approved by:
Signature:			By the Authority of the City, _____ ATTY. AMABLETO REI A. LACANILAO JR City Administrator
Printed Name:	ATTY. ANALIZA A. QUILOPE	ZOSIMA A. CORDAÑO	ALFRED S. ROMUALDEZ
Designation:	OIC - HRMDO	OIC - City Treasurer	City Mayor



CHECKED AS TO ADAPTOR
 SEC SECRETARIAT
 DATE: FEB. 24, 2022

FUND CODE: 1002
 AMOUNT: 19,192.70
 FUNDS AVAILABLE: P/19,192.70
 2022-07-10 32-1127

788 - Office Supplies