

PURCHASE REQUEST

2020-0382 (2020-0782)

PROVINCIAL ACCOUNTING OFFICE

4/20/20

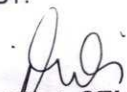
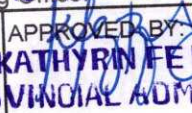
DATE: 5/24/20

Department: **PROVINCIAL ACCOUNTING OFFICE** PR NO: **2020-0273** Date: **APRIL 18, 2020**
 PACCO PB # **3211-43** SAI NO: **3211-43** Date: **4/20/20**
 Section: **AMOUNT ₱ 76,324.00** OBS No: **3211-43** Date:

Quantity	UNIT OF ISSUE	STOCK NO.	ESTIMATED UNIT COST	ESTIMATED COST
50	reams	Multi-copy, Short, S-20, 500's	226.00	11,300.00
50	reams	Multi-copy, A4, S-20, 500's	281.16	14,058.00
50	reams	Multi-copy, Long, S-20, 500's	311.26	15,563.00
1	box	Sign Pen, 0.5 mm, blue, 12's	806.44	806.44
120	pcs	Ballpen, BP-S Fine	336.00	4,320.00
4	boxes	Ballpen, ordinary, 50's black	330.00	1,320.00
4	boxes	Ballpen, ordinary, 50's blue	330.00	1,320.00
1	box	Marker pen, broad, black, 12's	460.81	460.81
12	pcs.	Highlighter pen, assorted colors	42.04	504.4
200	pcs.	Folder, long, 14 pts, white wove	8.00	1,600.00
1	box	Laminating Film, long, 100's	1,790.30	1,790.30
25	pcs	Logbook/Record Book, ordinary, 300 p.	88.00	2,200.00
30	bots	Ink-Numbering machine metal ink, red, 28 g.	160.00	4,800.00
12	rolls	Tape, transparent, 1"	32.40	388.80
30	rolls	Tape, packaging, 2" (for voucher boxes)	57.60	1,728.00
6	rolls	Tape, masking, , white, 1"	25.00	150.00
12	rolls	Tape, double sided, 1"	32.40	388.80
6	rolls	Tape, double sided, 1" with foam	98.40	590.40
10	boxes	Rubber Band # 18, big, 350 gms, Transparent	181.25	1,812.50
20	boxes	Staple wire, # 35	51.84	1,036.80
6	boxes	Fastener, plastic, 50's	78.52	471.12
2	units	Numbering machine automatic, heavy-duty, lever action, 10-wheel in roman style 3/16"font, self-inking, number will advance with each click of lever.	3,000.00	6,000.00
6	packs	Detergent powder, anti-bacterial, 1 kl	114.73	688.38
12	bots	Liquid Cleaner, 900 ml	79.20	950.40
1	gal	Liquid hand Soap	215.00	215.00
10	packs	Garbage/ Utility Bag, Large, thick, good quality, 50's	186.12	1,861.20
			TOTAL	₱ 76,324.00

PURPOSE: Office supplies intended for the normal operations of the Provincial Accounting Office.

BY AUTHORITY OF THE GOVERNOR

REQUESTED BY:  JOSETH J. CELOCIA Provincial Accountant	CASH AVAILABILITY EUSTAQUIO A. SOCORIN Provincial Treasurer	APPROVED BY:  ATTY. KATHRYN F. D. PIOQUIN PROVINCIAL ADMINISTRATOR ATTY. ARTHUR C. YAP Governor
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