

# PURCHASE REQUEST

Dept.: COMMISSION ON AUDIT P.R. NO.: \_\_\_\_\_ Date: March 25, 2021  
 Section: SUPERVISING AUDITORS OFFICE S.A. NO.: \_\_\_\_\_ Date: \_\_\_\_\_  
 ALDPS NO. \_\_\_\_\_ Date: \_\_\_\_\_

QTY.	Item Description	Unit	Estimated Cost	Amount
17	Paper, Multipurpose, S20-Long	reams	342.38	5,820.46
15	Paper, Multipurpose, S20-short	reams	248.60	3,729.00
6	Paper, Multipurpose, S20 A4	reams	309.27	1,855.62
40	Envelope, expanding w/string & eyelet or elastic strap, legal	pcs	17.80	712.00
17	Brown Envelope, long ordinary	pcs	9.50	161.50
10	Brown Envelope, short ordinary	pcs	7.92	79.20
2	Sticky Note Page Marker(20x76mm)	pcs	40.35	80.70
1	Plastic Twine	pc	90.49	90.49
3	Sign Pen Red	pcs	74.27	222.81
2	Black Marker, Fine Black	pc	49.50	99.00
5	Paper Clips(plastic coated-Big)	boxes	55.00	275.00
5	Paper Clips (plastic coated-small)	boxes	49.50	247.50
1	Rubber Band Big	box	193.41	193.41
3	Battery AAX4	pcs	190.00	570.00
13	Alcohol (70%Solution, 500ml)	bottles	90.26	1,173.38
5	Surgical Face Mask	boxes	500.00	2,500.00
1	Air Freshner (car) 320ml	pcs	282.06	282.06
1	Air Freshner for Room 320ml spary	pc	283.54	283.54
1	Disinfectant Spray 500ml	pc	233.59	233.59

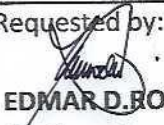


**18,609.26**

Place of Delivery: COA Office

Time of delivery: Five days upon the receipt of PO

Purpose: Use of COA Office Accounts\Office of the Supervising Auditor

BY AUTHORITY OF THE GOVERNOR

Requested by:	Cash Availability	Approved by:
Signature: 		
Name: <b>ATTY. EDMAR D. RODELA</b>	<b>EUSTAQUIO A. SOCORIN</b>	<b>Atty. Arthur C. Yap</b>
Designation: <b>Atty. W -Team Leader</b>	<b>Provincial Treasurer</b>	<b>Provincial Governor</b>

WPI -  
 I.R./P.R.# 0630 RECEIVED BY: [Signature] DATE: 3/20/21  
 PROVINCIAL PROCUREMENT MANAGEMENT UNIT  
 PB # 0307 MS # \_\_\_\_\_ SC # \_\_\_\_\_ RSC # \_\_\_\_\_  
 AMOUNT: \$18,609.26 ON AS TO 109

**PROVINCIAL BUDGET OFFICE**

PROVINCE OF BICOLANO

CONTROL NO. 490 RECEIVED BY: [Signature] DATE: 3/25/21  
 INQUIRY NO. 1039 PROJECT NO. 11/20/21  
 EXPENSE CODE 999361-5020310 AMOUNT 18,609.26  
 FUND SOURCE Let-70-20-0000 DATE 3/25/21  
**PETER CES M. RUIVALA CPA**  
 - BMO

\_\_\_\_\_  
 Signature of Bidder  
 (Signature over Printed Name)

**ATTY. NILO G. AHAT**  
 Provincial Legal Office  
 Chairman, BAC

\_\_\_\_\_  
 ADDRESS