

PURCHASE REQUEST

Date: July 05, 2021

Dept.: COMMISSION ON AUDIT P.R. NO. : _____ Date: _____
 Section: SUPERVISING AUDITOR'S OFFICE S.A./NO.: _____ Date: _____
 ALOBS NO. _____ Date: _____

QTY.	Item Description	Unit	Estimated Cost	Amount
20	Paper, Multipurpose, S20-Long	reams	294.02	5,880.40
20	Paper, Multipurpose, S20-short	reams	192.72	3,854.40
10	Paper, Multipurpose, S20 A4	reams	200.00	2,000.00
50	Envelope, expanding w/string & eyelet or elastic strap, legal	pcs	14.50	725.00
25	Brown Envelope, long ordinary	pcs	6.81	170.25
25	Brown Envelope, short ordinary	pcs	4.18	104.50
6	Packaging Tape 2"(heavy duty)	rolls	80.00	480.00
5	Correction Tape 10m	pcs	40.00	200.00
3	Sticky Note Page Marker(20x76mm)	pcs	30.00	90.00
1	Plastic Twine	pc	71.50	71.50
5	Sign Pen Black	pcs	55.00	275.00
1	Black Marker, Fine Black	pc	49.50	49.50
5	Paper Clips(plastic coated-Big)	boxes	55.00	275.00
5	Paper Clips (plastic coated-small)	boxes	49.50	247.50
6	Staple Wire #35	box	63.00	378.00
2	Rubber Band Big	box	180.00	360.00
1	Printer Ink Epson L210(T664 1,2,3,4)	set	1,400.00	1,400.00
1	Printer Ink Epson L210 Black T664 1	bottle	400.00	400.00
3	Printer Ink Black refill Brother DCP-T700W	bottles	935.00	2,805.00
4	Printer Ink #704 Black HP	bottle	500.00	2,000.00
3	Printer Ink #704 Colored HP	bottle	666.66	1,999.98
1	USB Flash Drive 16gb	pc	600.00	600.00
3	Battery AAX4	pcs	190.00	570.00
1	Stamp Pad Ink, Violet 25 ml	litters	55.00	55.00
10	Lift-off Lid Record Storage box legal size 10in. X 12 in x 15in	pcs	250.00	2,500.00
16	Dishwashing liquid, 500 ml	pcs	60.50	968.00
15	Alcohol (70% Solution, 500ml)	bottles	80.00	1,200.00
5	Surgical Face Mask	boxes	500.00	2,500.00
3	Air Freshner (car) 180ml	pcs	156.00	468.00
1	Air Freshner for Room 330ml	pc	302.50	302.50
1	Disinfectant Spray 170g	pc	275.00	275.00
				33,204.53

2021-0531
 I/P R# 0531
 PROVINCIAL MANAGEMENT UNIT
 DATE: 7/26/21
 P.R. # 2021-025
 ALOBS NO. 331204.53
 OK AS TO APP. SC# RSC#

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

62.1

Returned to Dept./Office concerned	Deficiencies:
PTO	Release