

PURCHASE REQUEST

F. M. (1041-488)

⑤ 7/8

PROVINCIAL ACCOUNTING OFFICE

7/8/22

Department: PROVINCIAL ACCOUNTING OFFICE LGU
 Section: PACCO PR NO: 370321-377 Date: MARCH 1, 2022.
 SAI NO: _____ Date: _____
 ALOBS No: _____ Date: _____

Quantity	UNIT OF ISSUE	DESCRIPTION	STOCK NO.	ESTIMATED UNIT COST	ESTIMATED COST
40	reams	Multi-copy, Short, S-20, 500's			
2	reams	Multi-copy, A4, S-20, 500's		226.00	9,040.00
3	reams	Multi-copy, Long, S-20, 500's		285.00	11,400.00
4	box	Sign Pen, 0.5 mm, blue, 12's		320.00	12,800.00
5	pcs	Ballpen, BP-S Fine, green		50.00	1,700.00
6	boxes	Ballpen, ordinary, 50's black		40.00	4,000.00
7	boxes	Ballpen, ordinary, 50's blue		375.00	1,500.00
8	box	Marker pen, broad, black, 12's		375.00	1,500.00
9	pcs	Highlighter pen, assorted colors		500.00	500.00
10	1,000	Index Card-Index of Payments to Employees -G.F. 82(A)		45.00	540.00
11	200	Folder, long, 14 pts, white wove		6.50	6,500.00
12	50	Data File Box Open, hardbound, No Logo, Dark Bue		10.00	2,000.00
13	25	Logbook/Record Book, ordinary, 300 p.		150.00	7,500.00
14	30	Ink-Numbering machine metal ink, red, 28 g.		88.00	2,200.00
15	12	Tape, transparent, 1"		190.00	5,700.00
16	30	Tape, packaging, 2" (for voucher boxes)		32.40	388.80
17	6	Tape, masking, , white, 1"		57.60	1,728.00
18	10	Battery AA, Heavy Duty, 4's		25.00	150.00
19	10	Battery AAA, Heavy Duty, 4's		170.00	1,700.00
20	20	Rubber Band # 18, big, 350 gms, Transparent		170.00	1,700.00
21	20	Staple wire, # 35		181.25	3,625.00
22	6	Fastener, plastic, 50's		55.00	1,100.00
23	2	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.		78.52	471.12
				3,000.00	6,000.00
24	6	Detergent powder, anti-bacterial, 1 kl		114.73	688.38
25	12	Liquid Cleaner, 900 ml		90.00	1,080.00
26	1	Liquid hand Soap		250.00	250.00
27	10	Garbage/ Utility Bag, Large, thick, good quality, 50's		186.12	1,861.20
				TOTAL	P87,622.50

Date of Delivery: UPON RELEASE OF PO
 Place of Delivery: PACCO
 Mode of Procurement: BIDDING
 Charge to: PACCO

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

REQUESTED BY: JOSEPH J. CELOCIA
Provincial Accountant

CASH AVAILABILITY: _____

APPROVED BY: ATTY. ARTHUR C. YAP
Governor

BY AUTHORITY OF THE GOVERNOR

RECEIVED BY: _____ DATE: 4/1/22
 PROVINCIAL PROCUREMENT MANAGEMENT UNIT
 MOUNT: P87,622.50
 CHECK AS TO APP: _____