

PURCHASE REQUEST

AYUNGON



LGU

Department: PR No.: Date:
GSO SAI No.: Date:
 Section: ALOBS No.: Date:

Quantity	Unit of Issued	Item Description	Stock No.	Estimated Unit Cost	Estimated Cost
190	reams	BOND PAPER (long)		266.67	50,667.30
15	reams	BOND PAPER (A4)		246.67	3,700.00
20	reams	BOND PAPER (8 1/2 X 14)		280.00	5,600.00
2	bx.	BALLPEN HBW (blue)		84.00	168.00
1	bx.	CARBON PAPER (blue)		250.00	250.00
5	dzs.	PLASTIC FOLDER (long)		180.00	900.00
874	pcs.	ORDINARY FOLDER (LONG)		8.01	7,000.00
100	pcs.	ORDINARY FOLDER (short)		7.00	700.00
9	pcs.	SCISSOR		100.00	900.00
12	pcs.	STAPLER		125.00	1,500.00
10	bx.	CD-R 700MB		50.00	500.00
2	pcs.	CALCULATOR		300.00	600.00
3	pcs.	CUTTER		50.00	150.00
5	pcks.	STICKER PAPER (Yellow,neon,green,pink, orange) pack		35.00	175.00
20	rolls	Ducktape 2"		50.00	1,000.00
10	pcs.	FILLING BOX		120.00	1,200.00
10	pcs.	SCOTCH TAPE 3"		60.00	600.00
10	pcs.	MASKING TAPE 3"		60.00	600.00
10	pcs.	SCOTCH TAPE 1"		35.00	350.00
10	pcs.	MASKING TAPE 1"		35.00	350.00
10	pcs.	PACKING TAPE 3"		60.00	600.00
10	pcs.	DOUBLE SIDED TAPE 1"		35.00	350.00
2	bx.	BLADE SMALL NT		100.00	200.00
2	bx.	BLADE BIG NT		150.00	300.00
10	pcs.	TRACING PAPER 50.8CM X 76.2CM		180.00	1,800.00
2	pcs.	STAEDLER PIN 2.0		150.00	300.00
6	pcs.	SPIN MOP		250.00	1,500.00
1	bx.	SIGN PEN		950.00	950.00
2	gals.	Zonrox Gal.		600.00	1,200.00
3	pcs.	Garbage Bin (big)		350.00	1,050.00
2	pcs.	Pail (big)		280.00	560.00
3	kls.	Detergent Powdered (1KL)		200.00	600.00
24	pcs.	Rug		45.00	1,080.00
100	rolls	Toilet paper		15.00	1,500.00
2	pcs.	Brush w/Handle		100.00	200.00
6	pcs.	Broom		50.00	300.00
10	pcs.	HP 678 Black		580.00	5,800.00
20	bots.	Epson Refill Ink 003 (black only)		415.00	8,300.00
10	sets	Epson Ink 003		1,660.00	16,600.00
8	pcs.	Canon 811		1,450.00	11,600.00
8	pcs.	Canon 810		1,075.00	8,600.00

Sub Total **140,300.30**

Purpose: For Municipality of Ayungon use.

	Requested By:	Approved By:
Signature:	 ENGR. MARK GIL L. MAHINAY	 EMARIE F. AGUSTINO
Printed Name:	Admn. Officer II, GSO	Municipal Mayor