

PURCHASE REQUEST

Manaoag, Pangasinan
LGU

Department: **TREASURER'S OFFICE**PR No.: 7070-10-226Date: Oct 21, 2020

Section: _____

SAI No.: _____

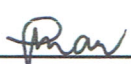
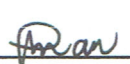
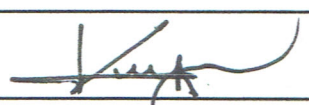
Date: _____

ALOB No.: _____

Date: _____

Item No.	Unit of Issue	Quantity	Description	Estimated Unit Cost	Estimated Cost
1,	reams	25	Coupon long		
2,	reams	25	Coupon A4		
3,	packs	2	folder long		
4,	boxes	4	pay envelope		
5,	pcs.	10	columnar 6 columns		
6,	pc.	1	Tape dispenser - big		
7	rolls	2	masking tape		
8	rolls	2	transparent tape - 2"		
9	rolls	2	transparent tape - 1"		
10	boxes	2	sign pen black		
11	boxes	5	ballpen black		
12	pcs.	10	stapler big		
13	boxes	3	paper fastener- plastic		
14	boxes	2	paper fastener- metal		
15	pcs.	20	flash drive 16GB		
16	pcs.	20	mousepad		
17.	boxes	10	facemask		
18	gallons	10	isoprophyl alcohol		
19	#Ack	6	toilet tissue		
20	boxes	2	Hp Lazerjet toner 85A		
21	bottles	5	Epson ink 001 70ml (black)		
22	bottles	5	Epson ink 001 70ml (yellow)		
23	bottles	5	Epson ink 001 70ml (magenta)		
24	bottles	5	Epson ink 001 70ml (cyan)		
25	units	4	UPS		
26	unit	1	paper cutter		

Purpose: For Treasury Office

	Requested by:	Cash Availability	Approved by:
Signature:			
Printed Name:	PERLA E. MADURO	PERLA E. MADURO	HON. KIM MIKAEL G. AMADOR
Designation:	Municipal Treasurer	Municipal Treasurer	Municipal Mayor