

## PURCHASE REQUEST

LGU: MALITA DAVAO OCCIDENTAL

Fund: \_\_\_\_\_

Department : HRMOPR No.: M255-924Date: 05-07-25

Section: \_\_\_\_\_

FPP : \_\_\_\_\_

| Item No. | Unit | Item Description                                                     | Quantity | Unit Cost | Total Cost        |
|----------|------|----------------------------------------------------------------------|----------|-----------|-------------------|
| 1        | ream | Book Paper(Long) - 80 gms                                            | 50       | 240.00    | 12,000.00         |
| 2        | ream | Book Paper (Short) -80 gms                                           | 50       | 230.00    | 11,500.00         |
| 3        | ream | Book Paper (A4) -80 gms                                              | 50       | 235.00    | 11,750.00         |
| 4        | tube | Epson L360 Ink Black - 664                                           | 40       | 360.00    | 14,400.00         |
| 5        | tube | Epson L360 Ink - C 664                                               | 20       | 360.00    | 7,200.00          |
| 6        | tube | Epson L360 Ink - M 664                                               | 20       | 360.00    | 7,200.00          |
| 7        | tube | Epson L360 Ink - Y 664                                               | 20       | 360.00    | 7,200.00          |
| 8        | pcs  | Correction tape - 5mm X 12M                                          | 50       | 62.00     | 3,100.00          |
| 9        | pcs  | Puncher, Paper Heavy Duty                                            | 20       | 350.00    | 7,000.00          |
| 10       | pack | Record book 500 PAGES                                                | 15       | 160.00    | 2,400.00          |
| 11       | box  | Fastener (plastic) - size 4 1/2                                      | 30       | 60.00     | 1,800.00          |
| 12       | pcs  | Folder (Legal size) - 10x15 in'; Grams: 120 g; Quantity: 10 Pcs/Pack | 50       | 10.00     | 500.00            |
| 13       | pcs  | Folder (Short) - 9x12 in'; Grams: 120 g; Quantity: 10 Pcs/Pack       | 30       | 8.00      | 240.00            |
| 14       | pcs  | Envelope (Long) - (10 x 15 INCHES)                                   | 30       | 8.00      | 240.00            |
| 15       | box  | Sign pen (Black) - 0.5mm 12psc/BOX                                   | 20       | 220.00    | 4,400.00          |
| 16       | box  | Pencil, 12 pcs/box                                                   | 5        | 150.00    | 750.00            |
| 17       | box  | Ballpen black & blue - 50pcs/BOX                                     | 20       | 455.00    | 9,100.00          |
| 18       | pcs  | Data File Storage Box, legal                                         | 50       | 360.00    | 18,000.00         |
| 19       | pcs  | Flash Drive 64gb                                                     | 20       | 650.00    | 13,000.00         |
| 20       | pcs  | Data Folder with ring binder legal size                              | 250      | 200.00    | 50,000.00         |
| 21       | pcs  | File Organizer, legal size                                           | 250      | 378.00    | 94,500.00         |
| 22       | ream | Mouse Optical                                                        | 10       | 400.00    | 4,000.00          |
| 23       | pcs  | Stapler, Heavy Duty (Max Brand)                                      | 10       | 583.00    | 5,830.00          |
|          |      |                                                                      |          |           |                   |
|          |      |                                                                      |          |           | <b>286,110.00</b> |

Purpose: FOR HRM OFFICE

|                |                            |                           |                     |
|----------------|----------------------------|---------------------------|---------------------|
| Signature :    | Requested by:              | Cash Availability:        | Approved by:        |
| Printed Name : | FERDINAND AMULET T. PARKER | ELSIE C. OSTIUE, MPA, REA | BRADLEY L. BAUTISTA |
| Designation :  | MGDH/HRMO                  | Municipal Treasurer       | Municipal Mayor     |