

**PURCHASE REQUEST
MUNICIPALITY OF MANAY**

Department : MUNICIPAL ENGINEERING OFFICE

No. 1012013-05-0169

Date : 5-23-13


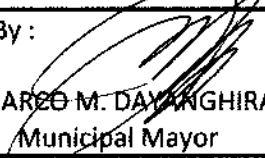
Section : _____

No. _____

Date : _____

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	Pcs	Mechanical Pen .1 (Staedler)	3		
2	Pcs	Mechanical Pen .2 (Staedler)	3		
3	Pcs	Mechanical Pen .3 (Staedler)	3		
4	Pcs	Mechanical Pen .4 (Staedler)	3		
5	Pcs	Mechanical Pen .5 (Staedler)	3		
6	Tubes	Tracing Paper	6		
7	Pcs	Triangle (30°x 60°) Big	3		
8	Pcs	Triangle (45°) Big	3		
9	Pcs	Triangle (30°x 60°) Small	3		
10	Pcs	Triangle (45°) Small	3		
11	Pcs	Triangular Scale	3		
12	Doz	Engineer's Field Book	3		
13	Pcs	Mechanical Pencil	12		
14	Tube	Reso Ink	2		
15	Doz	Computer Ink	1		
16	Doz	Logbook	2		
17	Rims	Bond Paper (Short)	30		
18	Rims	Bond Paper (Long)	30		
19	Doz	White Folder(Long)	4		
20	Doz	White Folder(Short)	2		
21	Boxes	Fastener	4		
22	Boxes	Paper Clip(Small)	4		
23	Boxes	Paper Clip(Big)	4		
24	Doz	Eraeser (Staedler)Big	2		
25	Doz	Eraeser (Staedler)Small	2		
26	Pcs	Scientific Calculator	6		
27	Pcs	3/4" Cutter(Heavy duty)	5		
28	Tubes	3/4" Cutter blade	6		
29	Pcs	Measuring Tape	2		
30	Pcs	Steel Tape(5m)	5		
31	Boxes	Ballpen (Black)	4		
32	Boxes	Sign Pen	2		
33	Boxes	Staple wire # 35	4		
34	Boxes	Staple wire # 10	4		
35	Pc	Staepler Big (Heavy duty)	1		
36	Pcs	Staepler small	3		
37	Set	Office Table	1		
38	Pcs	Office Chair	2		
39	Pcs	Digital Camera (Water Proof)	2		
40	Boxes	Push pin	6		
ESTIMATED COST					P 128,040.00

Purpose : Office Equipment

Signature :	Requested By :	Approved By :
Printed Name :		
Designation :	EILEEN ROSES VELOSO	JON MARCO M. DAYANGHIRANG
Date :	Municipal Engineer	Municipal Mayor