

Villasis Water District

(075) 632-1093 / (075) 632-1080 / 09178615250 / 09255140915

www.villasiswaterdistrict.gov.ph * villasis_wd@yahoo.com

CCC # 95 * Poblacion Zone I, Villasis, Pangasinan, 2427

PURCHASE REQUEST Villasis Water District

Department: Office of the General Manager
Section:

PR No. : 2021-0211
SAI No :

Date: February 26, 2021
Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pad	NOTE PAD,stick-on, 3x3, colored 100 sheets/pad	15	50.00	PhP 750.00
2	ream	PAPER, MULTICOPY, 80gsm 216mm x 330mm (Long)	20	190.00	3,800.00
3	ream	PAPER, MULTI-PURPOSE, 70gsm 216mm x 330mm (Long)	10	170.00	1,700.00
4	book	RECORD BOOK, 500 pages, 214mm x 278mm	3	110.00	330.00
5	pack	BATTERY, dry cell, AA, 2 pcs/pack	5	20.00	100.00
6	bottle	GLUE. All purpose, 200g min.	5	70.00	350.00
7	roll	TAPE, MASKING, 24mm	5	60.00	300.00
8	roll	TAPE, MASKING, 48mm	5	110.00	550.00
9	roll	TAPE, PACKING, 48mm	2	20.00	40.00
10	roll	TAPE, TRANSPARENT, 24mm	31	20.00	620.00
11	roll	TAPE, TRANSPARENT, 48mm	2	20.00	40.00
12	pc	EXTERNAL HARD DRIVE, 1TB	1	2,800.00	2,800.00
13	pc	FLASH DRIVE, 16gb	5	170.00	850.00
14	pc	CORRECTION TAPE, 6m min.	42	20.00	840.00
15	box	ENVELOPE, DOCUMENTARY, for A4 size documents, 500pcs/box	1	700.00	700.00
16	box	ENVELOPE, DOCUMENTARY, for legal size documents,500 pcs/box	1	1,000.00	1,000.00
17	pack	ENVELOPE, EXPANDING, KRAFTBOARD, 100 pcs/box	1	740.00	740.00
		page 1 of 4			-

Fifteen Thousand Five Hundred Ten Pesos

PhP 15,510.00

Purpose: For office use.

Signature:
Printed Name:
Designation:

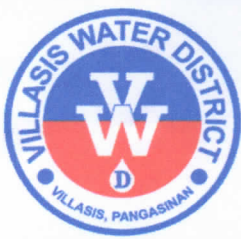
Requested by:

ATHALIA MARIMAR A. QUITLONG
Public Relations Officer A

Approved by:

SUSAN Q. SISON
General Manager C

"Ditoy Villasis, Danum Nalinis"



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Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
18	pc	ERASER, felt, for black/white board	2	20.00	PhP 40.00
19	pack	FOLDER,PRESSBOARD,240mm x 370mm, 1 in, exansion, 100pcs/box	1	960.00	960.00
20	pc	MARKER, WHITEBOARD, black, fine/bullet type	10	20.00	200.00
21	pc	MARKER, PERMANENT, black, fine/bullet type	20	20.00	400.00
22	pc	MARKER, PERMANENT, red, fine/bullet type	2	20.00	40.00
23	box	PAPER CLIP, vinyl/plastic coat 32mm (small), 100 pcs/box	22	20.00	440.00
24	box	PAPER CLIP, vinyl/plastic coat 48mm (big), 100 pcs/box	33	30.00	990.00
25	box	PENCIL,lead w/ raser,12 pcs/box	5	30.00	150.00
26	pc	PENCIL SHARPENER, manual	2	240.00	480.00
27	pc	STAPLER,standard,200 staple wire capacity (BIG)	3	210.00	630.00
28	pc	CALCUALTOR, compact, 12- digits	5	360.00	1,800.00
29	bottle	INK, EPSON, black, 664	12	280.00	3,360.00
30	bottle	INK, EPSON, cyan, 664	6	280.00	1,680.00
31	bottle	INK, EPSON, magenta, 664	6	280.00	1,680.00
32	bottle	INK, EPSON, yellow, 664	6	280.00	1,680.00
33	pc	SIGN PEN, black, gel ink, 0.5mm	24	50.00	1,200.00
34	pc	SIGN PEN, red, gel ink, 0.5mm	12	50.00	600.00
		page 2 of 4			-
Sixteen Thousand Six Hundred Thirty Pesos					PhP 16,330.00

Purpose: For office use.

Requested by:

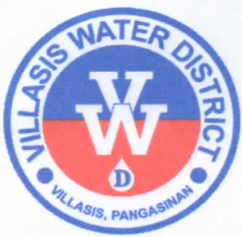
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Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
35	box	ENVELOPE,mailing,white, 80gsm	1	390.00	PhP 390.00
36	box	BALLPEN, Black, 12 pcs/box	5	190.00	950.00
37	box	BALLPEN, Blue, 12 pcs/box	3	190.00	570.00
38	box	COIN ENVELOPE, 8.5"	1	460.00	460.00
39	pc	FOLDER, sliding, short, clear	20	30.00	600.00
40	pack	FOLDER,brown,for A4 size document			-
		100 pcs/pack	1	610.00	610.00
41	pack	FOLDER, brown, for legal size			-
		document, 100 pcs/pack	1	610.00	610.00
42	box	RUBBER BAND, small, 30g/box	33	20.00	660.00
43	roll	TAPE,MASKING,1/4 in. extra small	18	40.00	720.00
44	ream	BOND PAPER, Short, Subs. 24	30	310.00	9,300.00
45	ream	BOND PAPER, Short, Subs. 20	10	260.00	2,600.00
46	book	COLUMNAR BOOK, 5 columns	4	50.00	200.00
47	pad	MEMO PAD, 3x3, assorted/color			-
		per pad, 100 sheets min,	10	40.00	400.00
48	pack	SPECIAL PAPER,Short,White,10's	12	40.00	480.00
49	pack	SPECIAL PAPER,short,cream,100's	1	250.00	250.00
50	pack	STICKER PAPER,A4,glossy,10's	5	100.00	500.00
51	bottle	INK EPSON, black, 003	20	390.00	7,800.00
52	bottle	INK EPSON, magenta, 003	8	410.00	3,280.00
53	bottle	INK, EPSON, cyan, 003	8	410.00	3,280.00
54	bottle	INK, EPSON, yellow, 003	8	410.00	3,280.00
55	pc	TAPE DISPENSER,for 24mm tape	2	70.00	140.00
		page 3 of 4			-
Thirty-Seven Thousand Eighty Pesos					PhP 37,080.00

Purpose: For office use.

Requested by:

Signature:
Printed Name:
Designation:

ATHALIA MARIMAR A. QUITLONG
Public Relations Officer A

Approved by:

SUSAN Q. SISON
General Manager C

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56	box	STAPLE WIRE, STANDARD, 26/6	26	30.00	PhP 780.00
57	box	DATA FILE BOX, double, chipboard, with closed ends	5	340.00	1,700.00
58	pc	PUNCHER, paper, heavy duty, with two hole guide	3	140.00	420.00
59	pack	MARKER, FLUORESCENT, 3pcs/ pack, assorted color (highlighter)	4	180.00	720.00
60	pc	MARKER, PERMANENT, black, thin, fine/bullet type	5	50.00	250.00
61	book	RECORD BOOK, 300 pages, 7x11	33	100.00	3,300.00
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		page 1	1	15,510.00	15,510.00
		page 2	1	16,330.00	16,330.00
		page 3	1	37,080.00	37,080.00
<i>Seventy - Six Thousand Ninety pesos</i>					PhP 76,090.00

Purpose: For office use.

Signature:	Requested by: ATHALIA MARIMAR A. QUITLONG Public Relations Officer A	Approved by: SUSAN Q. SISON General Manager C
Printed Name:		
Designation:		