

ANNUAL PROCUREMENT PLAN
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
3. For Other items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s.
4. Submit the duly accomplished APP form in one(1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office or email at app@procurement-service.org
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: **PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE**

Region: **XI**

Address: **Government Center, Mankilam, Tagum City**

Telephone/Mobile Nos: **(084) 216-6904**

Contact Person: **SAMSON J. SANCHEZ, MPA,CSEE**

Position: **Provincial General Services Officer**

E-mail:

Telephone/Mobile Nos: **(084) 216-6904**

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			

A. AVAILABLE AT PROCUREMENT SERVICE STORES

Training Expenses

7258	CARTOLINA, WHITE	PC	255	25	250	0	530	7.65	4,054.50
3612	ENVELOPE EXPANDING, PLASTIC, WITH RUBBER STRAP, FOR	PC.	52	57	40	0	149	75.06	11,183.94
1334	FOLDER, FILING EXPANDED - LONG	PC.	289	203	198	186	876	12.25	10,731.00
3689	ID STICKER PAPER A SIZE	PC.	110	170	60	0	340	10.93	3,716.20
6521	INK, PIXMA PG-40	CART.	8	7	7	6	28	1,250.00	35,000.00
2541	MANILA PAPER	PC.	54	30	20	5	109	3.83	417.47
7511	NOTE BOOK	PC	60	92	50	0	202	15.00	3,030.00
3951	NOTEBOOK STENOGRAPHER'S, WHITE BOND, 40 LVS.	PAD	66	41	56	41	204	15.30	3,121.20
1460	PAPER, BOND (CANON LAID) - SHORT	RM.	9	5	0	0	14	766.39	10,729.46
1480	PAPER, COLORED - GLOSSY	PC.	0	120	0	0	120	8.20	984.00

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			
<u>Training Expenses</u>									
2283	PAPER, TISSUE 3 PLY	ROLL	493	388	327	325	1,533	25.00	38,286.42
1576	TAPE, DOUBLE SIDED 1"	ROLL	65	50	11	5	131	32.78	4,294.18
7623	SCISSOR STRAIGHT STAINLESS MEDIUM	PC	10	6	0	0	16	382.38	6,118.08
1586	THREAD, CANNON	CONE	4	5	4	0	13	163.88	2,130.44
<u>Office Supplies Expenses</u>									
8395	A3 TYPEWRITING PAPER, 298X420MM(11¼X16½)	REAM	5	5	0	0	10	800.00	8,000.00
3582	AIR FRESHENER, AEROSOL TYPE, 280ML./CAN	CAN	97	49	50	23	219	174.80	38,281.20
7576	ALCOHOL 70% ISOPROPHYL, 500ML	BOT	456	220	198	167	1,041	82.00	85,362.00
882	ALCOHOL, RUBBING 70% ETHYL, 500 ML W/ MOISTURIZER	BOT.	274	167	134	76	651	87.40	56,897.40
963	ALCOHOL, RUBBING, ISOPROPHYL 70% 500ML W/ MOISTURI	BOT.	327	209	173	139	848	85.22	72,266.56
2514	ARCHFILE (G.L. BINDER) 8 1/2" X 13" LONG	PC.	0	4	0	0	4	305.90	1,223.60
4302	ARMAK CLOTH D-TAPE	ROLL.	6	0	0	0	6	207.58	1,245.48
6583	BAG, SANDO, LARGE, 100'S	PACK	1	1	1	1	4	80.00	320.00
7919	BAG, SANDO, STANDARD SIZE, 100'S	PACK	8	3	8	3	22	135.00	2,970.00
971	BALLPEN BLACK/BLUE,W/ GOOD QUALITY	PC.	901	590	745	365	2,601	5.46	14,201.46
970	BALLPEN BP-S FINE	PC.	455	410	310	290	1,465	27.31	40,009.15
7900	BALLPEN BP-S FINE-GREEN	PC.	33	32	33	32	130	28.00	3,640.00
6524	BALLPEN, BLUE & BLACK	PC.	578	322	343	262	1,505	8.50	12,792.50
5995	BALLPEN, BP-145-F-B BALLPOINT, BLACK & BLUE	PC.	75	72	54	2	203	65.55	13,306.65
2284	BALLPEN, BP-145-F-L (RETRACTABLE)	PC.	90	46	1	1	138	65.55	9,045.90
7974	BALLPEN, GRIP XP5	PC.	45	29	45	16	135	30.00	4,050.00
3134	BALLPOINT PEN PINE POINT RED	PC.	135	34	64	9	242	5.46	1,321.32
3504	BALLPOINT PEN, BP-S FINE (ASSORTED COLOR)	PC.	203	200	147	120	670	24.04	16,106.80
7393	BALLPOINT PEN, BP-S FINE - BLACK & BLUE	PC	286	119	89	79	573	25.00	14,325.00
968	BALLPOINT PEN, FINE POINT BLACK	PC.	1,447	582	441	112	2,582	5.46	14,097.72
969	BALLPOINT PEN, FINE POINT BLUE	PC.	167	100	165	40	472	5.46	2,577.12
972	BAND, RUBBER - SMALL	BOX	16	11	15	10	52	65.55	3,408.60
7644	BASIN PLASRIC (SMALL)	PC.	1	0	0	0	1	100.00	100.00
6155	BATTERY AAA RECHARGEABLE	PC.	27	10	1	5	43	200.00	8,600.00
4303	BATTERY 1.5V	PC.	16	0	0	0	16	27.31	436.96
974	BATTERY 9 VOLTS	PC.	8	0	2	0	10	62.70	627.00
2135	BATTERY AA, ALKALINE, 2PCS/PACKET	PACK	73	33	43	7	156	21.85	3,408.60
2468	BATTERY AA, SUPER HEAVY DUTY	PC.	122	73	70	63	328	87.40	28,667.20

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
<u>Office Supplies Expenses</u>									
7975	BATTERY AAA, SUPER HEAVY DUTY	PC.	54	24	24	14	116	28.00	3,248.00
980	BATTERY LITHIUM, EOS1000 (DL245, 6V)2CR5	PC.	1	0	0	0	1	226.15	226.15
984	BATTERY QUARTZ LR-44	PC.	3	3	2	2	10	15.30	153.00
3422	BATTERY SIZE AAA, ALKALINE, 2PCS/PACKET	PACK	14	2	7	2	25	83.03	2,075.75
7693	BATTERY, AA 4 PCS/PACK	PACK	24	0	2	0	26	200.00	5,200.00
8570	BATTERY, AA RECHARGEABLE	PACK	4	0	0	0	4	200.00	800.00
6861	BATTERY, AAA	PACK	5	0	2	0	7	100.00	700.00
4137	BLADE, CUTTER, BIG	BOX	6	5	0	0	11	38.24	420.64
4114	BOND PAPER SUB 16 LONG	REAM	147	90	94	56	387	142.03	54,965.61
4039	BOND PAPER SUB 20 (SHORT)	REAM	42	16	12	1	71	196.65	13,962.15
4115	BOND, PAPER SUB. 16 SHORT	REAM	52	52	52	22	178	125.64	22,363.92
3663	BOOK PAPER SUB 24 LONG	REAM	437	339	333	318	1,427	273.13	389,756.51
1058	BOOK STAND (STEEL)	PAIR	1	0	0	0	1	62.82	62.82
1063	BOOK, FIELD ENGINEERS	PC.	30	18	15	3	66	49.16	3,244.56
1065	BOOK, LEVEL ENGINEERS	PC.	10	0	0	0	10	48.24	482.40
1066	BOOK, PLANNER (EXECUTIVE PLANNER)	PC.	11	0	0	0	11	232.18	3,553.98
1067	BOOK, RECORD #85 300 PAGES	PC.	108	50	35	11	204	297.16	60,620.64
1259	BOOK, RECORD #85 500 PAGES	PC.	77	33	19	12	141	360.53	50,834.73
1262	BOOK, RECORD 100 PAGES - SMALL W/ HARD BOUND	PC.	56	3	20	0	79	40.56	3,204.24
1059	BOOK,CLEAR	PC.	35	10	8	0	53	60.31	3,196.43
1268	BRUSH, TYPEWRITER #1	PC.	2	0	0	0	2	21.61	43.22
2792	BULB,CFL 14 W	PC.	3	3	3	3	12	218.50	2,622.00
6147	CALCULATOR, CASIO MS-470LB TWO WAY POWER 14 DIGITS	UNIT	6	0	0	0	6	950.00	5,700.00
8283	CALCULATOR, CASIO MX-120S TWO WAY POWER 12 DIGITS	UNIT	2	0	0	0	2	650.00	1,300.00
2482	CALCULATOR, DESKTOP,LCD DISPLAY,12 DIGITS,2-WAY PO	UNIT	12	0	0	0	12	491.63	5,899.56
749	CALCULATOR, HL 122 TV, 12 DIGITS	PC.	19	2	0	0	21	546.25	11,471.25
8189	CALCULATOR, SCIENTIFIC-CASIO FX901 10+2DIGITS 2WAY	PC	1	0	0	0	1	600.00	600.00
751	CALCULATOR,SCIENTIFIC (FX - 570MS) NON-PROGRAMMBLE	UNIT	1	1	0	0	2	983.25	1,966.50
752	CALCULATOR,SCIENTIFIC (FX - 991MS)	UNIT	4	0	0	0	4	1,092.50	4,370.00
4676	CANON LAID YELLOW & GREEN (SHORT) 8.5X11	BOX	3	0	0	0	3	327.75	983.25
8120	CANON LBP 12A TONER	PC.	23	15	10	10	58	1,890.00	109,620.00
7399	CARBON PAPER , LEGAL SIZE, PLASTOFOIL	BOX	32	5	0	0	37	120.00	4,440.00

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			
<u>Office Supplies Expenses</u>									
2138	CARBON PAPER ORDINARY, LEGAL 216MM X 330MM (8-½" X	BOX	45	20	31	20	116	131.10	15,207.60
2136	CARBON PAPER ORDINARY,210MM X 297MM (A-4), 100'S/B	BOX	42	2	1	1	46	81.94	3,769.24
7255	CARD, DENTAL (AS PER SAMPLE)	PC	500	0	300	0	800	7.00	5,600.00
7254	CARD, ID (AS PER SAMPLE)	PC	1,500	0	0	0	1,500	12.00	18,000.00
4138	CARD, INDEX 5X8 (100 PCS.)	PAD	1	0	0	0	1	63.37	63.37
7253	CARD, MEDICINE LEDGER (AS PER SAMPLE)	PC.	700	0	0	0	700	12.00	8,400.00
7251	CARD, MPI (AS PER SAMPLE)	PC	3,000	0	0	0	3,000	9.00	27,000.00
7252	CARD, SUPPLIES LEDGER (AS PER SAMPLE)	PC	100	0	0	0	100	12.00	1,200.00
2925	CARTOLINA (ASSORTED COLOR)	PC.	255	60	135	0	450	7.65	3,442.50
5864	CARTOLINA , ASSORTED COLORS	PC.	218	0	70	0	288	6.01	1,730.88
1281	CARTOLINA - NEON (ASSORTED COLORS)	PC.	60	10	10	10	90	7.54	678.60
1277	CARTOLINA - RED	PC.	10	0	0	0	10	6.92	69.20
7261	CARTOLINA, BLUE	PC	260	0	250	0	510	7.65	3,901.50
7260	CARTOLINA, GREEN	PC	265	5	250	0	520	7.65	3,978.00
7262	CARTOLINA, ORANGE	PC	250	0	250	0	500	7.65	3,825.00
7257	CARTOLINA, PINK	PC	250	0	250	0	500	7.65	3,825.00
7259	CARTOLINA, YELLOW	PC	315	5	250	0	570	7.65	4,360.50
6005	CCF 1 PLY (11 X 14 7/8)	BOX	5	0	0	0	5	845.50	4,227.50
6006	CCF 1 PLY (11 X 9½)	BOX	22	0	0	0	22	604.20	13,292.40
2368	CCF 1 PLY 5½" X 9½"	BOX	17	1	2	3	23	693.74	15,956.02
3154	CCF 2 PLY, 280MM X 241MM (11" X 9-1/2"), PLAIN	BOX	7	1	0	3	11	774.09	8,514.99
3156	CCF 2 PLY, 280MM X 378MM (11" X 14-7/8")	BOX	1	0	0	0	1	1,208.14	1,208.14
2366	CCF 3 PLY 11" X 14 7/8"(3 PLY)	BOX	45	0	0	0	45	972.33	43,754.85
2367	CCF 3 PLY 11" X 9 ½"	BOX	41	6	10	3	60	631.14	37,868.40
2770	CCF 4PLY 330MM X 378MM (13 X 14-7/8")	BOX	3	0	0	0	3	1,311.00	3,933.00
4225	CCF, SIZE 11 X 9 ½ (4 PLY)	BOX	31	0	0	0	31	774.09	23,996.79
4226	CCF, SIZE 13 X 9 ½ (4 PLY)	BOX	51	1	4	3	59	1,253.10	73,932.90
4224	CCF,SIZE 11 X 9 ½ (2 PLY)	BOX	37	0	0	0	37	774.09	28,641.33
4127	CD (REWRITABLE) WITH CASE 700 MB	PC.	5	0	0	0	5	25.13	125.65
3175	CD REWRITABLE HIGH SPEED, 700MB	PC.	110	0	35	0	145	30.81	4,467.45
8	CD-R (RECORDABLE) 650MB	PC.	86	50	12	0	148	10.05	1,487.40
3	CD-RW (REWRITABLE)700MB	PC.	32	0	12	0	44	22.62	995.28
1284	CELLOPHANE, WATER	PC.	12	50	50	0	112	8.04	900.48

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
6604	CEMENT, RUBBER (RUGBY) BEER SIZE	BOT.	3	0	0	0	3	78.20	234.60
123	CHALK COLORED	BOX	6	0	0	0	6	15.30	91.80
3382	CHALK, WHITE	BOX	20	20	0	0	40	49.16	1,966.40
6834	CLASS RECORD	PC.	24	0	0	0	24	29.50	708.00
4601	CLEAR BOOK REFILL LONG	PC.	6	0	0	0	6	38.24	229.44
2544	CLEAR BOOK, LONG	PC.	16	0	0	0	16	61.18	978.88
3501	CLEARBOOK, LONG (30 LEAVES)	PC.	9	0	0	0	9	163.88	1,474.92
3592	CLIP BULLDOG, 76MM (3')	PC.	10	0	10	0	20	8.74	174.80
1291	CLIPBOARD	PC.	2	0	0	0	2	15.30	30.60
Office Supplies Expenses									
5833	CLIPBOARD	PC.	12	5	0	0	17	131.10	2,228.70
1596	COMPOSITION NOTEBOOK W/ PLASTIC COVER, (NON-SPRING	PC.	12	0	0	0	12	27.31	327.72 ok
	1 CONT.FORM 13 X 9½ 4 PLY	BOX	2	0	1	0	3	1,529.50	4,588.50
7098	COPY PRINTER INK CPI-10 MASTER ROLL	BOX	2	0	0	0	2	1,080.24	2,160.48
7099	COPY PRINTER PAPER 300G/10.6OZ CPMT21	ROLL	2	0	0	0	2	1,960.00	3,920.00
5551	CORK BOARD 18" X 24"	PC.	2	0	0	0	2	327.75	655.50
1295	CORKBOARD, 2 X 3	PC.	1	0	0	0	1	681.45	681.45
4297	CORRECTION FLUID	BOT.	270	41	112	8	431	35.00	14,785.12
3601	CORRECTION FLUID WATER BASED WHITE OPAQUE, 15ML.	BOT.	10	0	5	0	15	16.39	245.85
1297	CORRECTION FLUID, WATER BASE 15ML (ORIGINAL) EF	PC.	72	23	21	11	127	21.85	2,774.95
1296	CORRECTION PEN	PC.	31	24	19	12	86	110.56	9,508.16
7905	CORRECTION TAPE (HEAVY DUTY, 6M)	PC	357	134	181	109	781	35.00	27,335.00
1298	CORRECTION TAPE, HEAVY DUTY GOOD QUALITY	PC.	535	365	301	216	1,417	27.31	38,698.27
6581	COTTON 400GM	ROLL	2	0	2	0	4	163.88	655.52
4112	CRAYON, DOUBLE	BOX	45	0	0	0	45	27.31	1,228.95
1306	CUTTER NT, BIG	PC.	2	0	0	0	2	376.91	753.82
2481	CUTTER, BIG ,HEAVY DUTY	PC.	7	0	0	0	7	21.85	152.95
1307	CUTTER, TABLE	PC.	2	0	0	0	2	1,256.38	2,512.76
3605	DATA FILE BOX (5" X 9" X 15-3/4") WITH CLOSED ENDS	BOX	53	2	5	0	60	142.03	8,521.80
3606	DATA FOLDER (3" X 9" X 15") WITH RING FINGER BLACK	PC.	42	12	0	0	54	115.00	6,210.00
2484	DATE STAMPING MACHINE AUTOMATIC,WITH INK PAD,SIZE	PC	1	0	0	0	1	568.04	568.04
1309	DATER STAMP (HD)	PC.	9	5	5	5	24	45.00	1,058.32

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
	Office Supplies Expenses								
1311	DATER STAMP (WITH RECEIVED)	PC.	8	0	0	0	8	51.35	410.80
6999	DATER WITH RECEIVED & NAME OF OFFICE	PC.	1	0	0	0	1	1,600.00	1,600.00
7587	DENATURED ALCOHOL	BOT.	12	0	12	0	24	33.00	792.00
7264	DEODORANT, TELEPHONE	PC	26	7	6	1	40	30.00	1,200.00
247	DEODORIZER, TOILET 100G	PC.	87	50	7	7	151	35.18	5,312.18
7574	DETERGENT SOAP	BAR	17	8	9	3	37	35.00	1,295.00
8397	DETERGENT, POWDER (BIG) 1 KL.	BOX	3	3	3	3	12	95.00	1,140.00
7404	DISHWASHING LIQUID 500ML	BOT	88	31	25	22	166	150.00	24,900.00
6862	DISHWASHING PASTE, PREFERABLY AXION	CAN	96	50	50	26	222	50.00	11,100.00
7979	DISINFECTANT SPRAY (KILLS FLU VIRUS) 510 GMS	CAN	14	11	1	1	27	480.00	12,960.00
2566	DISPENSER, SCOTCH TAPE, HEAVY DUTY	PC.	1	0	0	0	1	142.03	142.03
5680	DOCUMENT KEEPER, W/ COVER,SLIM, LONG,FILEMAKER PRO	PC.	3	3	6	0	12	342.17	4,106.04
3608	DOCUMENTARY BOX (5" X 10 1/2" X 15 3/4") COVERED W	PC.	5	0	0	0	5	131.10	655.50
2348	DOORMAT CLOTH, STANDARD SIZE	PC.	57	2	21	2	82	37.70	3,091.40
8403	DOUBLE SIDED TAPE # 1	PC.	2	2	2	0	6	35.00	210.00
261	DUSTER, FEATHER	PC.	11	1	8	1	21	38.24	803.04
263	DUSTER, VONNEL	PC.	4	0	2	0	6	27.65	165.90
5675	DVD (REWRITABLE) WITH CASE 700MB	PC.	10	0	0	0	10	25.13	251.30
13	DVD BLANK W/ CASE	PC.	84	30	20	20	154	22.62	3,483.48
11	DVD R - 8.5GB	PC.	10	0	0	0	10	48.07	480.70
12	DVD RW - 4.7GB	PC.	11	4	0	0	15	109.25	1,638.75
7577	EMPTY SACKS - GOOD AS NEW	PC	12	0	12	0	24	10.00	240.00
3613	ENVELOPE MAILING WHITE, ORD., (4"X9 1/2"), 500'S/	BOX	4	1	0	0	5	170.33	851.65
1314	ENVELOPE, BROWN - LONG	PC.	1,392	526	440	164	2,522	3.28	8,272.16
1317	ENVELOPE, BROWN - LONG EXPANDED	PC.	919	308	379	56	1,662	12.07	20,060.34
1319	ENVELOPE, BROWN - SHORT	PC.	883	498	442	342	2,165	2.19	4,741.35
2746	ENVELOPE, DOC. KRAFT (10" X 15") 150GSM. 500'S/BOX	BOX.	1	0	0	0	1	714.50	714.50
3713	ENVELOPE, EXPANDING - SHORT	PC.	55	25	5	5	90	13.11	1,179.90
2309	ENVELOPE, MAILING - LONG, WHITE 500'S	BOX	20	2	3	2	27	273.13	7,374.51
2311	ENVELOPE, MAILING, LONG - WHITE	PC.	215	15	55	5	290	2.19	635.10
1322	ENVELOPE, PLASTIC (ACCORDION TYPE)	PC.	5	5	0	0	10	180.60	1,806.00
1324	ENVELOPE, PLASTIC (LONG)	PC.	185	134	43	0	362	7.22	2,613.64

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
3892	ERASER RUBBER SOFT, FOR PENCIL DRAFT/DRAFT WRITING	PC.	20	20	0	0	40	5.84	233.60
942	ETHYL ALCOHOL 70%, 500ML (CASINO)	BOT	17	17	17	17	68	71.01	4,828.68
7561	EXECUTIVE CALENDAR NOTEBOOK	PC	5	0	0	0	5	500.00	2,500.00
7558	EXECUTIVE NOTEBOOK	PC	1	0	0	0	1	500.00	500.00
6582	FACE MASK 50'S	BOX.	5	5	5	5	20	142.03	2,840.60
7980	FACEMASK (EARLOOP) 50'S	BOX	3	1	0	0	4	161.00	644.00
4635	FACSIMILE ORDINARY	PC	8	0	0	0	8	109.25	874.00
2134	FASTENER, METAL FILE 8"	BOX	5	5	0	0	10	163.88	1,638.80
2356	FASTENER, PAPER ORDINARY	BOX.	116	84	19	13	232	32.67	7,579.44
2923	FIELD NOTEBOOK 100 LEAVES	PC.	12	12	7	0	31	43.70	1,354.70
2754	FILE ORGANIZER EXPANDING (LEGAL SIZE)	PC.	4	5	0	0	9	91.77	825.93
3039	FILING TRAY (4 LAYERS, GREEN)	PC.	5	0	0	0	5	355.06	1,775.30
8402	FINE ARTS GRAIN A4 GSM 300 (ASST. COLORS)	PC.	300	0	0	0	300	5.00	1,500.00
1327	FINGERTIPS MOISTENER	PC.	40	5	10	0	55	38.24	2,103.20
2358	FLUORESCENT MARKER,ASST. COLORS	PC.	8	5	0	0	13	27.02	351.26
3901	FOLDER FANCY/MOROCCO, LETTER SIZE W/ PLASTIC GRIP	PACK	1	0	0	0	1	208.39	208.39
3904	FOLDER FILE, LEGAL SIZE,TAGBOARD EQUIVALENT, 100'S	PACK	9	3	7	2	21	409.69	8,603.49
3905	FOLDER FILE, LETTER SIZE, TAGBOARD EQUIVALENT, 100	PACK	30	30	10	0	70	426.08	29,825.60
3917	FOLDER PLASTIC, PRE-PUNCHED, FOR LEGAL SIZE PAPERS	PACK	2	0	0	0	2	213.64	427.28
7707	FOLDER W/ PRINT(DOJ FORM)	PC	300	0	0	0	300	20.00	6,000.00
2054	FOLDER W/ SP PRINT	PC.	400	400	0	0	800	10.93	8,744.00
1332	FOLDER, BROWN - LONG	PC.	2,007	1,032	786	65	3,890	3.55	13,809.50
1331	FOLDER, BROWN - SHORT	PC.	999	512	417	12	1,940	3.55	6,887.00
8011	FOLDER, BROWN LONG	PC.	287	152	202	132	773	4.00	3,092.00
8013	FOLDER, EXPANDABLE (GREEN)	PC.	129	74	12	12	227	11.00	2,497.00
2545	FOLDER, EXPANDABLE, GREEN, LONG	PC.	866	255	410	109	1,640	12.02	19,712.80
1333	FOLDER, EXPANDED (LONG) W/OUT METAL TAB US	PC.	340	56	34	36	466	21.85	10,182.10
3714	FOLDER, EXPANDING, GREEN - SHORT	PC.	34	12	22	12	80	10.93	874.40
2740	FOLDER, FANCY/MOROCCO, LEGAL W/ PLASTIC GRIP 50PCS	PACK.	3	0	0	0	3	491.63	1,474.89
1335	FOLDER, FILING LONG - WHITE, CLASS A	PC.	794	513	398	341	2,046	5.46	11,171.16
3231	FOLDER, FILING LONG-WHITE W/ PLASTIC COVER	PC	48	24	24	0	96	24.04	2,307.84
1336	FOLDER, FILING SHORT (MOROCCO)	PC.	35	35	30	10	110	8.29	911.90

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			
Office Supplies Expenses									
2184	FOLDER, FILING SHORT-WHITE	PC.	54	10	10	10	84	4.37	367.08
1337	FOLDER, GREEN LONG - EXPANDED	PC.	573	224	308	159	1,264	11.31	14,295.84
4373	FOLDER, ORGANIZER (ACCORDION TYPE)	PC.	0	2	0	0	2	163.88	327.76
1338	FOLDER, PLASTIC LONG W/ SLIDER	PC.	221	101	72	15	409	6.34	2,593.06
1339	FOLDER, PLASTIC SHORT W// SLIDER	PC.	147	30	20	0	197	7.22	1,422.34
7694	FOLDER, PLASTIC, LEGAL SIZE	PACK	2	0	0	0	2	213.64	427.28
8012	FOLDER, WHITE LONG	PC.	155	120	15	5	295	4.00	1,180.00
8119	FOLDER, WHITE W/PLASTIC FRONT COVER (LONG)	PC.	115	50	50	0	215	10.00	2,150.00
3232	FOLDER. FILING LONG MOROCCO	PC	50	50	0	0	100	13.11	1,311.00
2060	FORM, PROPERTY INVENTORY	PC.	200	200	200	0	600	6.28	3,768.00
1714	FRESHENER,AIR,280ML. W/ GOOD/MILD SCENT	PC.	122	50	48	8	228	165.00	37,737.60
1715	FRESHENER,CAR (CITRUS AND LEMON SCENT)	CAN	145	54	45	13	257	125.64	32,289.48
8094	FURNITURE CLEANER, AEROSOL TYPE, 280ML	CAN	7	6	7	1	21	265.00	5,565.00
4561	GLASS CLEANER, BRANDED	PC.	12	10	5	0	27	218.50	5,899.50
6839	GLUE , MULTIPURPOSE 130 ML.	PC.	5	2	0	0	7	175.00	1,225.00
3123	GLUE ALL PURPOSE, IN JAR W/ APPLICATOR MIN. OF 300	JAR.	5	5	0	0	10	53.48	534.80
7578	GLUE ALL PURPOSE, IN JAR W/APPLICATOR MIN. OF 300	JAR	4	0	1	0	5	54.00	270.00
4859	GLUE GUN (BIG)	PC.	0	1	0	0	1	327.75	327.75
4858	GLUE GUN (SMALL)	PC	2	2	0	0	4	163.88	655.52
848	GLUE GUN, BIG	PC.	2	0	0	0	2	327.75	655.50
849	GLUE GUN, SMALL	PC.	1	0	0	0	1	218.50	218.50
228	GLUE, ADHESIVE	PC	11	0	10	2	23	55.28	1,271.44
4116	GLUE, ELMER 130G	PC.	171	103	55	20	349	49.16	17,156.84
1340	GLUE, MULTI PURPOSE GLUE 130ML	BOT.	17	17	5	0	39	25.32	987.48
4469	GLUE, PADDING (RED) ¼ KL.	JAR.	3	0	2	0	5	65.55	327.75
1341	GLUE, STICK, BIG	PC.	75	20	50	0	145	7.54	1,093.30
1342	GLUE, STICK, SMALL	PC.	51	51	0	0	102	3.01	307.02
1344	GUN TUCKER	PC.	1	1	0	0	2	986.25	1,972.50
7445	HIGHLIGHTER ASSTD. COLORS	PC	59	0	18	0	77	37.00	2,849.00
3675	HP LASER JET 12-A	PC.	2	12	12	1	27	3,277.50	88,492.50
2540	ID JACKET W/ HOLDER	PC.	90	90	0	0	180	8.20	1,476.00
3935	INDEX CARD PLAIN, 76MM X 127MM (3" X 5"), 500'S/P	PACK	10	0	0	0	10	55.72	557.20

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT			
			1ST QTR			2ND QTR				3RD QTR	4TH QTR	TOTAL
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec						
Office Supplies Expenses												
2550	INK CART. C6578A/D, ORIGINAL COLORED	CART.	0	4	0	0	4	1,698.84	6,795.36			
6610	INK CARTRIDGE # 703 COLOR	CART.	31	26	19	16	92	585.00	53,450.00			
6609	INK CARTRIDGE # 703 BLACK	CART.	48	43	36	29	156	585.00	90,150.00			
7996	INK CARTRIDGE #17 FOR LEXMARK PRINTER	CART	2	0	0	0	2	1,450.00	2,900.00			
8006	INK CARTRIDGE 73N BLACK	CART	18	8	7	2	35	665.00	23,275.00			
8000	INK CARTRIDGE CANON PG-810 BLACK	CART	78	50	56	33	217	806.00	174,902.00			
8003	INK CARTRIDGE CANON PG-811 COLORED	CART	47	29	24	12	112	1,055.00	118,160.00			
5944	INK, #704 COLORED	CART	24	17	26	15	82	585.00	47,970.00			
6558	INK, # 920 XL - MAGENTA	PC.	7	0	0	0	7	1,050.00	7,350.00			
6559	INK, # 920 XL - YELLOW	PC.	7	0	0	0	7	1,050.00	7,350.00			
7568	INK, #60 (BLACK)	CART.	15	0	0	0	15	655.50	9,832.50			
7569	INK, #60 (COLORED)	CART	15	0	0	0	15	742.90	11,143.50			
5943	INK, #704 BLACK	CART	31	21	29	17	98	585.00	57,136.25			
60	INK, CARTRIDGE CL-40 BLACK	CART	58	29	19	1	107	1,193.56	127,710.92			
6858	INK, CARTRIDGE PG-40 BLACK	CART	10	3	0	0	13	1,100.00	14,300.00			
2285	INK, CARTRIDGE # 17	CART.	6	6	2	0	14	1,638.75	22,942.50			
2286	INK, CARTRIDGE # 27	CART.	4	5	0	0	9	2,185.00	19,665.00			
59	INK, CARTRIDGE CL-41 COLORED	CART	53	25	19	9	106	1,482.52	157,147.12			
6509	INK, DESKJET CARTRIDGE #703 (BLACK)	CART.	5	0	5	0	10	1,100.00	11,000.00			
125	INK, DESKJET 460 #94 BLACK	CART.	3	2	2	2	9	1,223.71	11,013.39			
5247	INK, DESKJET D2560, #60, BLACK	PC.	15	0	0	0	15	764.75	11,471.25			
5245	INK, DESKJET F2480 #60, BLACK	PC.	9	8	0	0	17	764.75	13,000.75			
5246	INK, DESKJET F2480, #60. COLORED	PC.	5	5	0	0	10	874.00	8,740.00			
41	INK, DJ CART. C9352A #22 TRI-COLOR	CART.	6	3	5	0	14	941.02	13,174.28			
8010	INK, DP S550	PC.	5	1	1	1	8	1,638.75	13,110.00			
8123	INK, ME 101 - BLACK	CART	7	7	0	0	14	200.00	2,800.00			
8124	INK, ME 101 - CYAN	CART	3	2	0	0	5	370.00	1,850.00			
8126	INK, ME 101 - MAGENTA	CART	3	2	0	0	5	370.00	1,850.00			
8125	INK, ME 101 - YELLOW	CART	3	2	0	0	5	370.00	1,850.00			
1352	INK, NUMBERING MACHINE	BOT.	5	5	5	5	20	186.95	3,739.00			
1353	INK, PENTEL PEN (BLUE & BLACK)	BOT.	11	16	5	0	32	95.48	3,055.36			

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
8027	INK, REFILL FOR COLOR MARKER SC-F,SC-6600 (PENTEL BOT.		2	2	2	2	8	95.48	763.84
6902	INK, REFILL T6641 - BLACK REFIL		17	9	13	8	47	420.00	17,740.00
6903	INK, REFILL T6642 - CYAN REFIL		9	6	5	4	24	420.00	9,140.00
6904	INK, REFILL T6643- MAGENTA REFIL		9	5	5	4	23	420.00	8,720.00
6905	INK, REFILL T6644- YELLOW REFIL		8	5	5	4	22	420.00	8,300.00
1355	INK, STAMPING PAD PC.		10	13	13	1	37	19.00	703.00
6007	INK, STAMPING PAD 30ML (PURPLE) BOT.		128	93	93	76	390	19.00	7,410.00
1381	INK, WYTEBOARD ASSORTED COLORS BOT.		1	3	0	0	4	151.71	606.84
6560	INK,# 920 XL - BLACK PC.		7	1	0	0	8	1,200.00	9,600.00
6557	INK,# 920 XL - CYAN PC.		7	1	0	0	8	1,050.00	8,400.00
126	INK,DESKJET #95 TRICOLOR CART.		3	1	1	1	6	1,450.00	8,700.00
40	INK,DJ CART. C9351A #21 BLACK CART.		16	8	16	0	40	885.74	35,429.60
6256	INK,STAMPING PAD BOT.		6	5	6	0	17	300.00	5,100.00
6026	INK,XEROX PHASER 3124 TONER BLACK PC.		1	1	1	1	4	5,343.75	21,375.00
4092	INSECTICIDE SPRAY BOT.		14	6	11	5	36	273.13	9,832.68
4639	LAMINATING FILM (250 MIC. 3/8 65MMX95MM)100'S BOX.		3	0	0	0	3	218.50	655.50
275	MAGIC MOP HANDLE PC		2	0	1	0	3	163.88	491.64
3348	MARKER, FLOU., ASSTD. COLORS, 3 COLORS PER SET SET		51	9	10	1	71	102.70	7,291.70
8031	MARKER, WYTEBOARD (BLACK) PC.		18	6	7	7	38	40.00	1,520.00
2377	MARKING PEN PERMANENT FELT TIP .MEDIUM POINT PERMA PC.		12	2	4	2	20	39.33	786.60
3946	MARKING PEN WB, BLACK PC.		11	8	0	0	19	17.64	335.16
3947	MARKING PEN WB, RED PC.		2	2	0	0	4	17.64	70.56
7579	MASKING TAPE ROLL		12	0	4	0	16	58.00	928.00
3065	MASKING TAPE 1 INCH BIG ROLL.		60	37	41	3	141	57.36	8,087.76
213	MASTER CPMT21 FOR CP6123CP (100 CUTS) ROLL		3	3	0	0	6	2,141.30	12,847.80
8032	MIGHTY BOND PC.		14	7	3	0	24	56.00	1,344.00
3075	MIGHTY BOND, 3 GMS. TUBE		3	2	2	1	8	217.96	1,743.68
6608	MOSQUITO SPRAY PREF. BAYGON 500 ML PC.		13	11	0	0	24	178.00	4,272.00
6032	NEWSPRINT, LONG REAM		3	0	3	0	6	142.50	855.00
8040	NOTE PAD 2 X 3 PAD		21	27	6	0	54	25.00	1,350.00

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT					
		1ST QTR			2ND QTR				3RD QTR		4TH QTR		TOTAL
		Jan	Feb	Mar	Apr	May			Jun	Jul	Aug	Sep	
Office Supplies Expenses													
8042	NOTE PAD 3 X 3 (YELLOW)	PC.	13	4	1	0	18	35.00	630.00				
3950	NOTE PAD 76MM X 76MM (3"X3")	PAD	20	10	20	10	60	49.16	2,949.60				
5615	NOTEBOOK 50 LEAVES	PC	33	13	12	12	70	13.11	917.70				
6156	NOTEBOOK 50 PAGES	PC.	215	100	175	0	490	40.00	19,600.00				
1405	NOTEBOOK, SPRING 100 LVS. 5" X 7"	PC.	50	0	0	0	50	14.76	738.00				
2924	NOTEBOOK, SPRING 80 LEAVES	PC.	150	10	80	0	240	10.93	2,623.20				
4470	NOTEBOOK, W/O SPRING 40LVS	PC	100	140	100	0	340	7.11	2,417.40				
3952	NOTEPAD 51MM X 51MM(2 X 2), 400 SHTS. PER PAD, AS	PAD	7	46	6	4	63	116.40	7,333.20				
3953	NOTEPAD 51MM X 76MM (2X3), 100 SHTS.,PER PAD	PAD	5	5	5	5	20	81.94	1,638.80				
2738	NOTEPAD 75MM X 102MM (3" X 4")	PAD.	19	5	14	10	48	53.31	2,558.88				
4584	NOTEPAD, (2 X 3)	PAD.	38	9	10	4	61	81.94	4,998.34				
1518	NOTEPAD, (3 X 3)	PAD	34	24	0	0	58	81.94	4,752.52				
1412	NOTEPADS, 3 X 5	PC.	90	41	14	0	145	81.66	11,840.70				
8043	OPTICAL MOUSE	PC.	3	0	0	0	3	184.00	552.00				
1426	ORGANIZER (PLANNER)	PC.	2	0	0	0	2	228.04	456.08				
3659	PACKAGING TAPE 4"	ROLL	10	2	6	1	19	103.79	1,972.01				
2333	PACKAGING TAPE, 2"	ROLL	63	6	18	0	87	21.85	1,900.95				
1454	PAD, PLANNER	PC.	4	0	0	0	4	149.07	596.28				
6661	PAIL 16 LITER CAP. W/ GOOD QUALITY	PC.	5	0	0	8	13	175.00	2,275.00				
2681	PAPER BOND, PG,LEGAL 216MM X 330MM (8½" X 13"),70G	RM.	57	5	7	5	74	202.11	14,956.14				
8044	PAPER BOOK (LONG) 70GSM, HIGH WHITE	RM	92	46	32	10	180	190.00	34,200.00				
8046	PAPER BOOK (SHORT) 70GSM, HIGH WHITE	RM	55	27	12	7	101	160.00	16,160.00				
7565	PAPER CLAMP, BIG	PC	20	20	20	0	60	150.00	9,000.00				
7564	PAPER CLAMP, SMALL	PC	2	24	0	0	26	100.00	2,600.00				
8047	PAPER CLIP (JUMBO SIZE, VINYL COATED)	BOX	60	45	27	36	168	21.85	3,670.80				
3632	PAPER CLIP, SMALL	BOX.	47	30	25	12	114	32.78	3,736.92				
4863	PAPER CUTTER (SMALL)	PC.	4	0	0	0	4	546.25	2,185.00				
8050	PAPER FASTENER	BOX	47	28	44	16	135	33.16	4,476.60				
3958	PAPER FASTENER NON-RUST METAL, HOLDS 25MM THICK FI	BOX	12	2	2	2	18	92.54	1,665.72				
1430	PAPER FASTENER, VINYL COATED	BOX	160	37	57	21	275	33.16	9,119.00				
2373	PAPER FOR PPC, SHORT, MIN OF 70GSM.	RM	3	9	3	3	18	213.04	3,834.72				
2688	PAPER FOR PPC,LEGAL(8½ X 13"),MIN. OF 70GSM	RM.	10	16	10	10	46	196.65	9,045.90				
4864	PAPER GLUE (ELMER'S GLUE 130G)	PC.	95	11	8	6	120	49.16	5,899.20				

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
7663	PAPER GRADE 1	PAD	150	0	0	0	150	11.00	1,650.00
8051	PAPER LEGAL 8½" X 13", MIN. 80GSM	RM.	127	127	120	50	424	200.00	84,800.00
4468	PAPER, FAX MACHINE	ROLL	37	25	17	7	86	60.09	5,167.74
319	PAPER, TISSUE, 2 PLY	ROLL	221	153	113	25	512	13.11	6,712.32
1459	PAPER, BOND (CANON LAID) - LONG	RM.	14	7	1	0	22	904.59	19,900.98
1462	PAPER, BOND CANON LAID (IVORY 85 GSM) LONG	RM.	5	5	0	0	10	866.90	8,669.00
1463	PAPER, BOND COLORED (PINK) LONG	RM.	6	5	6	0	17	213.59	3,631.03
3116	PAPER, BOND COLORED - GREEN	RM.	6	6	7	0	19	213.04	4,047.76
3078	PAPER, BOND, COLORED - BLUE LONG	RM.	6	7	5	0	18	213.04	3,834.72
2323	PAPER, BOND, COLORED - YELLOW - LONG	RM.	7	9	5	4	25	213.59	5,339.75
4370	PAPER, BOOK A4 SIZE	RM.	94	47	56	35	232	273.13	63,366.16
1464	PAPER, BOOK LONG # 80 LBS. (8 ½ X 13)	RM.	140	84	84	49	357	226.15	80,735.55
6009	PAPER, BOOK LONG SUBS. 20 (70GSM)	RM.	918	630	493	347	2,388	237.50	567,150.00
1468	PAPER, BOOK SHORT SUBS. 20	RM.	172	49	121	36	378	196.65	74,333.70
1467	PAPER, BOOK SHORT SUBS. 20 (70GSM)	RM.	537	315	321	213	1,386	195.99	271,642.14
1470	PAPER, BOOK SUBS. 20 11" X 17"	PC.	20	0	20	0	40	2.74	109.60
1472	PAPER, CAMBRIC BOARD - LONG	PC.	50	30	51	0	131	6.28	822.68
1473	PAPER, CAMBRIC BOARD - SHORT	PC.	30	30	30	0	90	7.22	649.80
1475	PAPER, CARBON - LONG, CLASS A	BOX	11	6	2	1	20	716.14	14,322.80
1476	PAPER, CARBON, BLUE - LONG, CLASS A	BOX	10	4	5	4	23	710.13	16,332.99
1286	PAPER, CLIP GEM TYPE 50MM JUMBO 100S/BOX	BOX	56	15	37	13	121	21.85	2,643.85
2113	PAPER, CLIP, GEM TYPE 33MM VINYL COATED 100S/BOX	BOX	30	26	22	0	78	27.31	2,130.18
4577	PAPER, CLIP, GEM TYPE 50MM VINYL COATED 100S/BOX	BOX.	89	59	49	33	230	32.78	7,539.40
142	PAPER, GLOSSY PHOTO PAPER - GP301/A420	PC.	88	15	3	0	106	10.05	1,065.30
1485	PAPER, LINEN - LONG	RM.	2	0	0	0	2	866.90	1,733.80
1486	PAPER, LINEN - SHORT	RM.	2	0	0	0	2	773.93	1,547.86
1487	PAPER, MANILA	PC.	225	100	70	50	445	3.27	1,455.15
5686	PAPER, MIMEO, LONG, COLORED, BLUE	RM.	10	5	15	5	35	211.40	7,399.00
5685	PAPER, MIMEO, LONG, COLORED, GREEN	RM.	12	5	15	5	37	211.40	7,821.80
5684	PAPER, MIMEO, LONG, COLORED, PINK	RM.	15	7	20	5	47	211.40	9,935.80
5683	PAPER, MIMEO, LONG, COLORED, YELLOW	RM.	15	0	20	0	35	211.40	7,399.00

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT					
		1ST QTR			2ND QTR				3RD QTR		4TH QTR		TOTAL
		Jan	Feb	Mar	Apr	May			Jun	Jul	Aug	Sep	
Office Supplies Expenses													
2334	PAPER, MIMEO, WW - SHORT	REAM	90	37	92	45	264	152.95	40,378.80				
2332	PAPER, MIMEO, WW -LONG	REAM	334	228	211	107	880	180.26	158,628.80				
8052	PAPER, MIMEO, WW SHORT	RM.	180	192	150	100	622	110.00	68,420.00				
2315	PAPER, ONION SKIN, LONG	REAM	143	24	36	16	219	163.88	35,889.72				
1488	PAPER, PATTERN	PC.	0	200	200	200	600	1.89	1,134.00				
1494	PAPER, PHOTO, HIGH GLOSS,A4, 10 PCS./PK	PACK	11	1	0	0	12	327.75	3,933.00				
3836	PAPER, SPECIALTY LONG 10'S	PACK	7	7	0	0	14	49.16	688.24				
1490	PAPER, STICKER NEON - ASSORTED COLORS	PC.	218	53	0	0	271	9.83	2,663.93				
1491	PAPER, THERMAL 210MM X 30MM	ROLL	16	10	6	0	32	75.38	2,412.16				
4014	PAPER, THERMAL 216MM X 30M, 12MM (1/2") CORE	ROLL	2	0	0	0	2	43.16	86.32				
7941	PAPER, TISSUE 3 PLY	ROLL	398	238	148	86	870	11.00	9,570.00				
4371	PAPER, TISSUE(FACIAL)	BOX.	72	27	12	12	123	71.01	8,734.23				
2288	PAPER, YELLOW	PAD	93	19	33	8	153	21.85	3,343.05				
8053	PAPER, YELLOW (PAD)	PAD	135	25	22	5	187	19.00	3,553.00				
5957	PAPER,NEWSPRINT - LONG	REAM	10	0	0	0	10	163.88	1,638.80				
3341	PASTE SOLID, W/ WATER WELL AND APPLICATOR,200G.	JAR	40	24	19	19	102	26.00	2,652.00				
1495	PASTE, MUCILAGE	PC.	11	12	11	3	37	31.66	1,171.42				
6034	PASTE,DISHWASHING 400G. W/ FOAM	PC.	35	17	10	3	65	48.62	3,160.30				
7787	PEN LIGHT	PC	10	10	0	0	20	200.00	4,000.00				
1499	PEN, PENTEL ASSORTED COLORS	PC.	91	47	21	10	169	37.70	6,371.30				
3166	PEN, PENTEL BLACK (FINE)	PC.	231	160	130	14	535	43.70	23,379.50				
3169	PEN, PENTEL BLUE (FINE)	PC.	22	22	20	13	77	43.70	3,364.90				
1500	PEN, PENTEL BROAD - BLACK	PC.	126	57	36	13	232	37.70	8,746.40				
5601	PEN, PENTEL PEN BROAD (BLUE & BLACK)	PC	84	40	15	5	144	37.70	5,428.80				
3171	PEN, PENTEL RED (FINE)	PC.	10	0	0	0	10	43.70	437.00				
3508	PEN, SIGN 6-1 (0.5) BLACK	PC.	103	52	61	0	216	50.26	10,856.16				
8103	PEN, SIGN, 0.7, - BLACK (MADE IN KOREA)	PC	108	75	38	33	254	26.60	6,756.40				
5999	PEN, SIGN, 0.7, MADE IN KOREA	PC.	37	17	27	17	98	26.60	2,606.80				
8102	PEN, SIGN, 0.7- VIOLET	PC.	15	3	3	3	24	26.00	624.00				
1502	PEN, SIGNING - BLACK, 0.5	PC.	366	127	228	81	802	25.00	20,050.00				
7901	PEN, SIGNING - GREEN, 0.5	PC	65	72	50	50	237	25.00	5,925.00				

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT			
		1ST QTR			2ND QTR				3RD QTR	4TH QTR	TOTAL
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec						
Office Supplies Expenses											
8104	PEN, SIGNING - RED, 0.5	PC	31	20	17	14	82	25.00	2,050.00		
2552	PEN, SIGNING - BLUE, 0.5	PC.	95	51	32	0	178	25.00	4,450.00		
1501	PEN, SIGNING G-TECH C4 (BLACK)	PC.	519	140	300	60	1,019	85.43	87,053.17		
1503	PEN, SIGNING V5 - BLUE & BLACK	PC.	89	45	39	0	173	65.55	11,340.15		
1504	PEN, SIGNING V7 - ASSORTED COLORS - ORIGIN	PC.	89	138	37	16	280	65.55	18,354.00		
5602	PEN, SIGNPEN .3	PC	10	10	10	10	40	54.63	2,185.20		
1513	PEN, WYTEBOARD MARKER	PC.	190	85	100	16	391	67.85	26,529.35		
3955	PENCIL LEAD, WITH ERASER, MEDIUM SIZE	DOZEN	11	8	0	0	19	28.35	538.65		
3262	PENCIL MECHANICAL LEAD 0.5	PC.	41	10	10	0	61	27.31	1,665.91		
3956	PENCIL MECHANICAL, FOR 0.5MM LEAD	PC.	3	0	0	0	3	18.95	56.85		
1514	PENCIL, #2	PC.	266	99	103	0	468	7.65	3,580.20		
6642	PENCIL, EF 842	PC.	97	36	58	0	191	7.00	1,337.00		
5874	PENCIL, LEAD PENCIL #2	BOX	90	6	8	0	104	76.48	7,953.92		
2823	PENCIL, MECHANICAL, HEAVY DUTY, 0.5MM LEAD	PC.	10	10	0	0	20	163.88	3,277.60		
8054	PENTEL PEN JUMBO (PERMANENT)	PC.	2	0	0	0	2	145.00	290.00		
4139	PHOTO PAPER, GLOSSY - GP501/100 SHEETS	BOX	4	0	0	0	4	1,857.25	7,429.00		
8056	PHOTO PAPER, LONG (20PCS./PACK)	PACK	16	13	2	1	32	85.00	2,720.00		
5863	PHOTO PAPER, LONG 20 PCS./PACK	PACK	19	5	2	2	28	285.00	7,981.00		
4148	PINS, PUSH FLAT HEAD	BOX.	23	16	5	0	44	38.24	1,682.56		
1516	PLANNER, EXECUTIVE	PC.	8	0	0	0	8	259.13	2,073.04		
7140	PLASTIC ENVELOPE PORFOLIO TYPE	PC.	8	0	0	0	8	175.00	1,400.00		
4126	PLASTIC FILE ORGANIZER (EXPANDABLE)	PC.	2	0	0	0	2	327.75	655.50		
4128	PLASTIC SLIDING FOLDER (LONG)W/ SLIDER	PC.	100	100	0	0	200	16.39	3,278.00		
6763	POLYPROPYLENE BAG , 2 X 4 THICK (10'S PACKS OF 10	BUNDL	40	0	40	0	80	150.00	12,000.00		
5873	POST IT 3"X4" YELLOW	PAD	68	22	23	9	122	65.55	7,997.10		
2359	PUNCHER, HEAVY DUTY	PC.	21	0	0	0	21	163.88	3,441.48		
6585	PUNCHER, HEAVY DUTY	PC.	12	0	0	0	12	163.88	1,966.56		
2759	PUNCHER, HEAVY DUTY W/ TWO HOLE GUIDE	PC.	9	1	2	0	12	107.07	1,284.84		
3957	PUSH PINS HAMMER HEAD TYPE, ASSORTED COLORS, 100'	BOX	7	9	0	2	18	25.62	461.16		
4585	PUSH PINS ROUND HEAD TYPE, ASSORTED COLORS, 100'	BOX.	16	3	4	1	24	38.24	917.76		
8059	RECORD BOOK #85, 300 PAGES	PC.	27	7	9	2	45	200.00	9,000.00		
8057	RECORD BOOK #85, 500 PAGES	PC.	50	17	2	0	69	230.00	15,870.00		

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
2374	RECORD BOOK 300 PAGES, NON-BLOT, 215MM X 275MM, 55	BOOK	44	5	30	15	94	80.63	7,579.22
3959	RECORD BOOK 500 PAGES, 215MM X 275MM, 55GSM	BOOK	30	4	27	12	73	107.18	7,824.14
6912	RECORD BOOK, 300 PAGES NO.85	PC.	37	0	28	0	65	200.00	13,000.00
6863	RECORD BOOK, 500 PAGES (NO.85)	PC.	32	0	25	0	57	280.00	15,960.00
7267	RECORD BOOK, FOR ADMITTING USE (AS PER SAMPLE)	PC	0	0	0	4	4	3,000.00	12,000.00
7266	RECORD BOOK, FOR DR USE (AS PER SAMPLE)	PC	1	0	0	0	1	1,000.00	1,000.00
2201	RECORD OF ASSESSMENT	PC.	10,000	0	0	0	10,000	6.56	65,600.00
1521	REFILL, BALLPEN BP-S FINE ASSORTED COLORS	PC.	64	40	30	10	144	18.70	2,692.80
2597	REFILL, BP-145-F-B BALLPOINT, BLACK & BLUE	PC.	25	32	12	19	88	18.05	1,588.40
7652	REFILL, INK FOR PENTEL PEN	BOT	4	4	3	3	14	200.00	2,800.00
2289	REFILL, INK FOR WYTEBOARD	BOT.	1	0	0	0	1	109.25	109.25
1523	REFILL, SIGNPEN (CERAMIC)	PC.	5	5	5	5	20	22.62	452.40
1524	REFILL, SIGNPEN (PARKER)	PC.	3	0	0	0	3	136.83	410.49
1525	REFILL, SIGNPEN - MY GEL	PC.	116	116	98	98	428	18.09	7,742.52
1526	REFILL, SIGNPEN G TECH - C4 (BLACK)	PC.	207	84	185	50	526	51.26	26,962.76
8197	REFILL, SIGNPEN G TECH - C4 (RED)	PC	20	20	0	0	40	51.26	2,050.40
4855	RIBBON (DECORATIVE DESIGN ASSORTED COLORS)	ROLL	5	0	0	0	5	109.25	546.25
1527	RIBBON, ADDING MACHINE	SPOOL	13	7	18	2	40	23.44	937.60
1530	RIBBON, ELECTRONIC TYPEWRITER	PC.	25	0	0	0	25	22.87	571.75
147	RIBBON, PRINTER - REFILL FOR EPSON LX - 300/LQ-300	PC.	380	83	87	42	592	25.13	14,876.96
155	RIBBON, PRINTER W/ CARTRIDGE FOR LX-300	PC.	65	93	33	3	194	98.00	19,012.00
151	RIBBON, PRINTER W/ CARTRIDGE EPSON-LQ 300	PC.	44	54	14	4	116	133.18	15,448.88
150	RIBBON, PRINTER W/ CARTRIDGE LQ-2180	PC.	22	7	12	8	49	778.95	38,168.55
2771	RIBBON,FOR MANUAL TYPEWRITER	SPOOL	18	8	14	2	42	17.32	727.44
3961	RING BINDER 19MM X 1.12M (3/4" X 44") PLASTIC ASSO	PC.	10	10	10	10	40	9.83	393.20
179	RISOGRAPH MASTER GR 75W	PC.	4	0	0	0	4	4,277.14	17,108.56
182	RISOGRAPH, TR INK,BLACK	BOX	4	4	4	0	12	1,311.00	15,732.00
7789	ROLLER BANDAGE	ROLL	2	0	0	0	2	100.00	200.00
3973	RUBBER BAND #18, TRANSPARENT, APPROX. 445G/BOX	BOX	8	5	6	1	20	115.00	2,300.00
1775	RUBBER BAND (BIG SIZE)	BOX	24	17	17	2	60	174.80	10,488.00
1078	RUBBER ERASER SOFT, FOR PENCIL DRAFT/DRAFT WRITING	PC.	5	0	0	0	5	10.93	54.65

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
4558	RUBBER GLOVES, HEAVY DUTY	PAIR	1	0	0	0	1	169.34	169.34
6070	RUBBING ALCOHOL W/ MOISTURIZER 500ML	BOT.	18	5	6	0	29	95.00	2,755.00
4862	RULER	PC.	3	4	0	0	7	27.31	191.17
3980	RULER PLASTIC, 305MM (12")	PC.	24	0	3	0	27	5.46	147.42
3983	RULER PLASTIC, 457MM (18")	PC.	2	0	0	0	2	27.26	54.52
313	SANITIZER, INSTANT 100ML	PC	73	8	43	8	132	75.38	9,950.16
312	SANITIZER, INSTANT 75ML	PC	79	5	37	5	126	62.82	7,915.32
1535	SCISSOR ORDINARY	PC.	8	0	0	0	8	18.85	150.80
1720	SCISSOR STRAIGHT STAINLESS MEDIUM	PC.	4	0	0	0	4	382.38	1,529.52
2735	SCISSOR, STAINLESS BIG, HEAVY DUTY	PC.	39	11	3	0	53	163.88	8,685.64
4009	SCISSORS, SIZE 15CM (6")	PC.	16	2	0	0	18	27.31	491.58
7064	SELF INKING WITH NAME	PC.	2	2	0	0	4	700.00	2,800.00
3619	SHARPENER (PLASTIC)	PC.	6	0	0	0	6	54.63	327.78
3111	SHARPENER SINGLE CUTTERHEAD, ONE -HOLE GUIDE	PC.	0	0	1	0	1	327.75	327.75
3992	SIGN PEN HIGH TECH PEN, GREEN	PC.	16	10	10	10	46	76.48	3,518.08
2739	SIGN PEN HIGH TECH PEN, BLACK PENTEL	PC.	13	13	3	3	32	49.16	1,573.12
6842	SIGN PEN HIGH TECH PEN, RED PENTEL	PC.	5	5	5	5	20	55.00	1,100.00
2397	SIGN PEN, HIGH TECH PEN , ENERGEL, 0.5	PC.	126	61	61	50	298	48.35	14,408.30
5866	SIGN PEN, PILOT V5 HI TECHPOINT BX-V5, 0.5 (BLACK	PC.	37	36	25	25	123	87.40	10,750.20
1544	SPIRAL 1' Ø	LENGT	34	43	20	10	107	43.98	4,705.86
6564	SPIRAL 1/8"	LENGT	20	20	0	0	40	30.00	1,200.00
5964	SPIRAL ¼"	LENGT	40	10	0	0	50	9.83	491.50
1546	SPIRAL ¼" Ø	LENGT	15	10	10	10	45	3.77	169.65
6562	SPIRAL ½ "	LENGT	20	20	0	0	40	35.00	1,400.00
1545	SPIRAL ½ "Ø	LENGT	15	10	10	10	45	6.28	282.60
6563	SPIRAL ¾"	LENGT	20	20	0	0	40	38.00	1,520.00
6857	SPRAY, MOSQUITO 500ML (PREFERABLY BAYGON, ANTI-DEN	BOT.	8	3	5	3	19	300.00	5,700.00
8569	STAMP (MACHINE MADE)	PC.	10	0	0	0	10	200.00	2,000.00
6255	STAMP PAD	PC.	25	3	2	0	30	250.00	7,500.00
2761	STAMP PAD FELT PAD 70MM X 10MM	PC.	5	0	2	0	7	21.91	153.37
3996	STAMP PAD INK VIOLET, 50ML., W/ APPLICATOR	BOT.	45	23	11	0	79	49.16	3,883.64
732	STAMP, RUBBER (AS PER SAMPLE) MACHINE MADE	PC.	9	0	0	0	9	273.13	2,458.17

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
2475	STAMPING PAD MEDIUM	PC.	49	9	27	7	92	38.24	3,518.08
6850	STAPLE, WIRE B8 BOSTITCH	BOX	44	10	24	5	83	50.00	4,150.00
1565	STAPLER #10	PC.	3	3	0	0	6	75.38	452.28
3183	STAPLER NO. 35	PC..	21	7	7	5	40	327.75	13,110.00
1566	STAPLER W/ REMOVER H.D.	PC.	18	0	5	0	23	330.68	7,605.64
3517	STAPLER W/ REMOVER H.D. # 35	PC.	20	5	1	0	26	546.25	14,202.50
7646	STAPLER W/ REMOVER H.D. #35	PC.	13	0	0	0	13	546.25	7,101.25
2290	STAPLER WITH REMOVER HD-50/50R	PC.	16	0	0	0	16	349.60	5,593.60
1567	STAPLER, B-8 (W/ REMOVER) HEAVY DUTY	PC.	5	0	0	0	5	628.19	3,140.95
3109	STAPLER, HEAVY DUTY	PC.	4	1	0	0	5	288.42	1,442.10
5871	STAPLEWIRE, STANDARD, #35 -5M - MAX	BOX.	221	77	101	31	430	50.00	21,500.00
2331	STATIONERY FOR PHO, SHORT (LINEN)	REAM	5	5	0	0	10	2,731.25	27,312.50
8404	STICKERS PAD	PAD	42	42	20	0	104	80.00	8,320.00
2480	STORAGE BOX (QUICK BOX) 12 X 10 X 15	PC.	50	50	25	0	125	76.48	9,560.00
4011	TAPE ADDING MACHINE, 57MM (2 -1/4") WIDTH,WHITEBON	ROLL	31	0	26	0	57	19.12	1,089.84
3460	TAPE ELECTRICAL, 19MM X 16M	ROLL	12	2	8	2	24	27.31	655.44
2392	TAPE MASKING 24MM 1" WIDTH	ROLL.	81	31	10	5	127	30.00	3,772.34
4012	TAPE MASKING, 48MM (2") WIDTH, USABLE LENGTH OF 50	ROLL	44	12	8	2	66	82.43	5,440.38
1574	TAPE, CASSETTE 60 HF BLANK	PC.	3	3	0	0	6	33.86	203.16
3233	TAPE, DUCT 2"X10M	ROLL	29	2	3	0	34	240.35	8,171.90
2111	TAPE, MASKING 1"	ROLL	40	21	30	0	91	36.50	3,321.50
8062	TAPE, MASKING 1"	PC.	29	14	10	5	58	30.00	1,740.00
4492	TAPE, MASKING 1" (BIG)	ROLL.	2	5	0	0	7	78.66	550.62
6231	TAPE, MASKING 2"	ROLL.	49	39	20	0	108	62.50	6,750.00
4149	TAPE, MASKING 4"	ROLL	5	5	1	1	12	109.25	1,311.00
7268	TAPE, MEASURE	PC	3	0	2	0	5	25.00	125.00
2601	TAPE, PACKAGING 2"	ROLL	61	27	39	14	141	54.63	7,702.83
8064	TAPE, PACKAGING 2"	ROLL	42	18	13	3	76	25.00	1,900.00
1578	TAPE, SCOTCH 2"	ROLL	152	64	23	12	251	24.04	6,034.04
2110	TAPE, SCOTCH 1"	ROLL	164	68	72	52	356	21.85	7,778.60
3260	TAPE, SCOTCH 1/2"	ROLL.	2	0	2	0	4	16.39	65.56
1580	TAPE, STEEL 5 MTRS. HD W/ BRAND	PC.	10	0	0	0	10	655.50	6,555.00

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
4571	TAPE, TRANSPARENT, (1/2") WIDTH X 50M	ROLL.	13	5	5	5	28	21.85	611.80
4013	TAPE, TRANSPARENT, 24MM(1") WIDTH X 50M, USABLE LE	ROLL	12	3	3	3	21	16.55	347.55
1581	TAPE, VIDEO CASSETTE DVM60 (MINI CASSETTE)	PC.	0	10	10	10	30	188.46	5,653.80
317	THREAD, CONE BIG (WHITE) FLAG	PC	10	5	0	0	15	125.64	1,884.60
1587	THUMBTACKS	BOX	24	17	2	2	45	7.54	339.30
6602	THUMBTACKS	BOX	8	0	0	0	8	7.54	60.32
4930	TIE BOX	ROLL	7	0	0	0	7	218.50	1,529.50
4819	TIE BOX BIG	PC.	25	15	17	9	66	107.07	7,066.62
1023	TISSUE PAPER, 48 ROLLS	BOX	34	19	10	4	67	273.13	18,299.71
2560	TOILET BOWL & URINAL CLEANER BACTERICIDAL, 900 ML	BOT.	45	34	14	7	100	235.00	23,327.50
7581	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK	52	30	29	15	126	132.00	16,632.00
7269	TONER, BROTHER 2150	CART.	12	11	7	4	34	3,400.00	115,600.00
1589	TONER, BROTHER FAX MACHINE 8275	CART.	0	3	0	3	6	819.38	4,916.28
4670	TONER, CARTRIDGE FOR CANON #303	CART.	9	6	6	1	22	3,277.50	72,105.00
158	TONER, CB435A - HP LASERJET P1006	CART.	11	4	2	1	18	3,615.85	65,085.30
1728	TONER, CE285A 85A	CART.	20	17	20	17	74	3,605.25	266,788.50
7937	TONER, DEVELOP TN116	CART.	1	0	1	0	2	4,000.00	8,000.00
1603	TONER, KYOCERA CARTRIDGE TK-100 FOR KM-1500	CRG.	2	3	2	0	7	3,156.01	22,092.07
6290	TONER, LASER-P1102	CART.	2	2	0	0	4	2,800.00	11,200.00
162	TONER, LASERJET CARTRIDGE Q7553A	CART.	13	0	8	0	21	4,884.79	102,580.59
163	TONER, LASERJET CB435A	CART.	11	1	1	1	14	3,329.40	46,611.60
159	TONER, LASERJET Q5949A	CART.	3	2	0	0	5	3,744.00	18,720.00
8355	TONER, ML-1915 (REFILL)	CART.	2	2	2	0	6	1,500.00	9,000.00
6603	TOOTHPASTE 100ML	TUBE	5	3	0	0	8	76.48	611.84
8418	TOOTHPASTE 100ML.	TUBE	4	4	0	0	8	77.00	616.00
1590	TRAY, DESK (3 LAYER)	PC.	7	0	0	0	7	437.00	3,059.00
7586	TRIANGULAR SCALE, 12" (1:100 TO 1:600)	PC.	3	0	0	0	3	151.00	453.00
8224	USB BUTTON	PC.	6	0	0	0	6	500.00	3,000.00
1594	WIRE, STAPLE # 10	BOX	65	65	30	30	190	7.65	1,453.50
1730	WIRE, STAPLE #35	BOX	242	163	103	78	586	65.55	38,412.30

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT					
		1ST QTR			2ND QTR				3RD QTR		4TH QTR		TOTAL
		Jan	Feb	Mar	Apr	May			Jun	Jul	Aug	Sep	
Office Supplies Expenses													
1595	WIRE, STAPLE B-8	BOX	18	15	12	0	45	59.00	2,655.00				
2599	WIRE, STAPLE, T30 # 304 (FOR GUN TUCKER)	BOX	3	3	3	1	10	59.00	590.00				
8071	WIRE, STAPLER B8	BOX	5	5	0	0	10	45.00	450.00				
743	WYTEBOARD 2 X 3	PC.	2	0	0	0	2	639.11	1,278.22				
6078	BOND, MIGHTY ORD.	PC.	5	0	0	0	5	56.00	280.00				
231	BROOM, BAGUIO	PC.	112	39	67	11	229	81.94	18,764.26				
5997	BROOM, SOFT, TAMBO, WOODEN OR RATTAN HANDLE	PC.	35	22	24	11	92	160.00	14,720.00				
232	BRUSH WITH HANDLE (FOR BOWL)	PC.	54	22	7	0	83	50.26	4,171.58				
243	CHLOROX	GAL.	55	55	30	25	165	136.94	22,595.10				
245	CLEANSER - BIG 500G	PC.	1	1	1	1	4	46.98	187.92				
3506	DETERGENT BAR	BAR	87	63	59	57	266	20.92	5,564.72				
3510	DETERGENT POWDER 200 GMS	PACK	10	3	8	3	24	33.11	794.64				
6852	DETERGENT POWDER, 1 KL. ANTIBAC (PREFERABLY ARIEL	PACK	22	62	9	7	100	200.00	20,000.00				
2555	DETERGENT POWDER, 500 GRAMS	POUCH	111	26	53	15	205	32.78	6,719.90				
7939	DETERGENT POWDER, 500GMS.	POUCH	112	71	41	1	225	48.00	10,800.00				
251	DETERGENT, POWDER (BIG) 1KL W/ BLEACH PREF ARIEL	BOX	166	120	109	75	470	99.26	46,652.20				
3259	DISHWASHING LIQUID 500ML.	BOT.	29	16	13	3	61	332.12	20,259.32				
5979	DISINFECTANT SPRAY	PC.	8	5	0	0	13	92.86	1,207.18				
259	DISINFECTANT SPRAY 340 GRMS.	CAN	14	4	1	1	20	169.34	3,386.80				
5834	DUST PAN W/ HANDLE LARGE PLAIN SHEET	PC.	6	1	2	1	10	120.18	1,201.80				
5674	DUST PAN W/ HANDLE LARGE, PLAIN SHEET	PC.	3	0	0	0	3	60.09	180.27				
7940	DUST PAN, PLASTIC W/ HANDLE, LARGE	PC.	8	0	6	6	20	70.00	1,400.00				
265	FABRIC CONDITIONER 30ML	SACHE	246	210	70	0	526	7.67	4,034.42				
3893	FABRIC CONDITIONER 500ML	BOT.	63	41	28	22	154	109.25	16,824.50				
2557	FLOOR WAX PASTE, NATURAL, 2 KG./CAN-ORD.	CAN.	5	2	4	2	13	300.00	3,900.00				
3138	FURNITURE POLISH	BOT.	83	58	12	11	164	273.13	44,793.32				
3549	INSECTICIDE, AEROSOL TYPE, 500ML./CAN	CAN	4	4	4	4	16	163.16	2,610.56				
5835	LIQUID DETERGENT - ANTIBACTERIAL	BOT.	8	5	3	3	19	65.55	1,245.45				
934	LYSOL, PINESCENT	GAL.	21	16	13	11	61	983.25	59,978.25				
278	MOP HANDLE, STEEL	PC	4	0	1	1	6	163.88	983.28				
280	MOP HANDLE, STEEL W/ PLASTIC HEAD	PC	49	20	24	10	103	299.00	30,824.66				
2369	MOPHEAD 100% RAYON, 400GRAMS	PC.	22	22	22	0	66	65.55	4,326.30				
2559	MOPHEAD ALL COTTON, TWISTED 400 GRAMS	PC.	42	40	40	40	162	122.36	19,822.32				

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
284	MURIATIC ACID	GAL.	50	28	19	16	113	80.41	9,086.33
3067	MURIATIC ACID,PURE	GAL.	9	7	8	7	31	344.14	10,668.34
290	PASTE, DISHWASHING 400GMS. W/ FOAM	PC	36	32	34	4	106	55.92	5,927.52
6430	POWDER SOAP	KILOS	28	6	10	0	44	90.00	3,960.00
311	REPELLER, MOSQUITO SPRAY 500ML	PC	4	0	4	0	8	325.72	2,605.76
3214	SCOTH BRITE / PAD SRUBBING	PC.	2	5	5	2	14	54.63	764.82
3572	SCOURGING PAD ECONOMY SIZE, 140MM X 220MM, COLOR G	PACK	1	1	1	1	4	75.06	300.24
2561	TOILET DEODORANT CAKE 50 GRAMS, 3 PCS./BOX	BOX	181	76	133	99	489	59.00	28,719.72
2562	TOILET THICK DISINFECTANT CLEANER	LITER	13	0	13	12	38	350.00	13,300.00
2394	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK.	60	45	21	10	136	131.10	17,829.60
321	TRASH BAG, GARBAGE - LARGE	PACK	113	11	52	1	177	49.16	8,701.32
322	TRASH BAG, GARBAGE - MEDIUM	PACK	132	26	56	6	220	30.59	6,729.80
326	TRASH BAG, GARBAGE SMALL	PACK	160	15	50	0	225	41.46	9,328.50
324	TRASH BAG, GARBAGE XL	PACK	162	63	106	2	333	94.23	31,378.59
1802	TWINE	ROLL	1	0	0	0	1	98.33	98.33
19	INK CARTRIDGE #22 (COLOR)	CART.	25	11	9	0	45	1,100.00	49,500.00
18	INK CARTRIDGE#21 (BLACK)	CART.	37	22	6	0	65	928.63	60,360.95
64	INK, CARTRIDGE T-0734 YELLOW	CART	11	0	0	0	11	584.21	6,426.31
6001	INK, CARTRIDGE 73N BLACK	CART.	4	1	0	0	5	665.00	3,325.00
6002	INK, CARTRIDGE 73N CYAN	CART.	11	3	3	0	17	665.00	11,305.00
6003	INK, CARTRIDGE 73N MAGENTA	CART.	9	3	3	0	15	665.00	9,975.00
6004	INK, CARTRIDGE 73N YELLOW	CART.	11	1	3	0	15	665.00	9,975.00
61	INK, CARTRIDGE T-0731 BLACK	CART	16	0	0	0	16	584.21	9,347.36
62	INK, CARTRIDGE T-0732 CYAN	CART	11	0	0	0	11	584.21	6,426.31
63	INK, CARTRIDGE T-0733 MAGENTA	CART	11	0	0	0	11	584.21	6,426.31
4233	INK, UNIVERSAL COLOR (CYAN)	LTR.	1	0	0	0	1	1,092.50	1,092.50
4232	INK, UNIVERSAL COLOR (BLACK)	LTR.	2	0	1	0	3	1,092.50	3,277.50
4234	INK, UNIVERSAL COLOR (MAGENTA)	LTR.	1	0	0	0	1	1,092.50	1,092.50
4235	INK, UNIVERSAL COLOR (YELLOW)	LTR.	1	0	0	0	1	1,092.50	1,092.50
80	INK,STYLUS T10 73/73N - BLACK	CART.	5	5	10	5	25	588.86	14,721.50
81	INK,STYLUS T10 73/73N - YELLOW	CART.	5	5	5	4	19	588.86	11,188.34

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
3393	TONER CART.,C7115A, ORIGINAL	CART.	5	5	5	3	18	3,059.00	55,062.00
165	TONER, LASERJET CB436A	CART.	4	1	0	1	6	3,769.13	22,614.78
166	TONER, LASERJET Q2612A	CART.	94	37	12	9	152	3,417.34	519,435.68
5876	TONER,LASERJET CE278A FOR PRINTER 1566	PC.	1	2	1	2	6	3,823.75	22,942.50
6161	TONER,LASERJET CE285A	CART.	5	10	2	2	19	3,800.00	72,200.00
6052	USB 16GB	PC	29	0	5	0	34	1,311.00	44,574.00
2291	USB 8 GB	PC.	23	0	0	0	23	1,311.00	30,153.00
8409	USB 8 GB	PC.	0	0	0	0	0	1,300.00	4.00
4223	USB, 4 GB.	PC.	16	5	2	0	23	546.25	12,563.75
Medical,Dental & Laboratory Supplies Expenses									
1134	ALCOHOL 70% ISOPROPHYL 500ML	BOT.	375	350	140	115	980	81.94	80,301.20
Other Supplies Expenses									
6612	MASKING TAPE 1 INCH BIG	ROLL	8	3	8	0	19	57.96	1,101.24
3484	BATHROOM SOAP REGULAR SIZE 70GMS	PC.	44	235	39	25	343	21.85	7,494.55
2554	BROOM, STICK (TINGTING) STANDARD SIZE	PC.	99	26	97	17	239	18.47	4,414.33
3207	DETERGENT SOAP(BAR)	PC.	10	310	0	0	320	7.65	2,448.00
1668	DISHWASHING PASTE (JUMBO SIZE)	KG.	27	8	7	2	44	32.78	1,442.32
2346	DOORMAT ABACA MADE, STANDARD SIZE	PC.	15	15	15	15	60	175.89	10,553.40
2556	DUST PAN PLASTIC, WITH HANDLE, LARGE	PC.	16	11	14	7	48	27.31	1,310.88
273	LYSOL, PINESCENT	GAL	2	4	2	0	8	1,633.29	13,066.32
282	MOP HEAD, COTTON 500G	PC	21	13	16	6	56	110.56	6,191.36
310	REPELLER, MOSQUITO SPRAY 300ML	PC	22	6	1	1	30	224.89	6,746.70
2182	RUG (ASSORTED COLOR & SIZES)	PC.	62	40	62	0	164	109.25	17,917.00
4020	TWINE PLASTIC, ONE KILO PER ROLL	ROLL	6	0	6	0	12	54.79	657.48
3421	BALLAST 40 WATTS, 220V	PC.	12	0	0	0	12	93.96	1,127.52
4237	FLOURESCENT TUBE 20 W, 220V	PC.	42	0	42	0	84	92.86	7,800.24
2790	FLUORESCENT TUBE 40W	PC	0	10	0	0	10	120.18	1,201.80
3457	STARTER 4-40W, FOR FLOU TUBE	PC.	30	5	0	0	35	27.31	955.85
GROUP TOTAL:									8,920,350.27

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES

Office Supplies Expenses

375 ACETONE - 100ML	BOT.	1	0	0	0	1	87.40	87.40
6033 ADHESIVE	TUBE	8	5	3	0	16	48.07	769.12
7639 ALCOHOL LAMP	PC	7	8	7	8	30	65.55	1,966.50
6853 AMBI PUR, BIG	BOT	1	1	1	1	4	350.00	1,400.00
6149 BALLPEN 0.8 - BLUE	PC.	52	32	12	12	108	27.00	2,916.00
6148 BALLPEN 0.8 - BLACK	PC.	100	57	58	57	272	27.00	7,344.00
7777 BETADINE SOLUTION 450 ML	BOT	1	0	1	0	2	150.00	300.00
2582 BINDER PVC W/ RING 2 INCH.	PC.	5	4	1	1	11	176.99	1,946.89
1619 BINDER, REAL PROPERTY FIELD APP. & ASS.	PC.	298	0	0	0	298	150.77	44,929.46
8416 BISCUITS	PACK	10	10	0	0	20	38.00	760.00
3664 BOOK PAPER SUB 24 SHORT	REAM	280	255	203	203	941	251.28	236,454.48
1062 BOOK, END (METAL)	PAIR	2	0	0	0	2	37.70	75.40
8616 COTTON BALLS X 100'S	PACK	1	0	1	0	2	35.00	70.00
6543 COTTON, ABSORBENT - 200G	PACK	33	0	30	0	63	98.00	6,174.00
7978 DATER, HEAVY DUTY	PC.	2	0	0	0	2	39.58	79.16
3349 DP BLACK DS14L 1000CC	CC.	8	16	3	2	29	1,584.13	45,939.77
190 DP BLACK INK 514	TUBE	10	3	8	0	21	772.40	16,220.40
192 DP MASTER ROLL, DR-675	PC.	1	0	0	0	1	3,744.00	3,744.00
194 DR650 L MASTER ROLL	ROLL	1	0	0	0	1	4,680.27	4,680.27
4320 DUPLO DP MASTER ROLL DRU 55	ROLL	1	4	1	1	7	4,916.25	34,413.75
8431 DUPLO INK DU14L BLACK	CART	1	1	1	1	4	3,000.00	12,000.00
3350 DUPLO, A3-DR-S55 220 CUTS/ROLL	ROLL	0	0	1	0	1	4,916.25	4,916.25
4483 DUPLO, MASTER ROLL - DRS 55	ROLL	5	0	1	0	6	4,916.25	29,497.50
196 DUPLO,DUPRINTER DP - S550	CART.	2	1	2	1	6	1,584.13	9,504.78
5676 DVD- REWRITABLE -9GB W/ CASE	PC.	8	0	0	0	8	120.18	961.44
8229 DX2430 INK	PC.	2	0	0	0	2	1,080.24	2,160.48
1354 INK, STEADLER	BOT.	5	0	0	0	5	112.70	563.50
8336 INK, STYLUS PHOTO R230	UNIT	3	0	0	0	3	700.00	2,100.00
8301 INK, T6731 FOR EPSON L800, BLACK	BOT	9	9	9	9	36	600.00	21,600.00

I T E M Code	ITEM & SPECIFICATIONS		QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT
			1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL		
			Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec			
Office Supplies Expenses									
8304	INK, T6732 FOR EPSON L800, CYAN	BOT	6	6	6	6	24	600.00	14,400.00
8300	INK, T6733 FOR EPSON L800, MAGENTA	BOT	6	6	6	6	24	600.00	14,400.00
8302	INK, T6734 FOR EPSON L800 , YELLOW	BOT	6	6	6	6	24	600.00	14,400.00
8309	INK, T6735 FOR EPSON L800, LIGHT CYAN	BOT.	6	6	6	6	24	600.00	14,400.00
8303	INK, T6736 FOR EPSON L800, LIGHT MAGENTA	BOT	6	6	6	6	24	600.00	14,400.00
8029	LAUNDRY GLOVES 15 INCHES LONG	PC.	12	12	12	0	36	80.00	2,880.00
5991	LCT PVC COVER (217 X 283), COLOR GRAY	REAM.	1	0	0	0	1	874.00	874.00
5990	LCT PVC COVER (217 X 331), COLOR GRAY	REAM.	1	0	0	0	1	983.25	983.25
1384	LEAD, MECH'L. PEN 0.3 HEAVY DUTY W/ BRAND	TUBE	2	2	0	0	4	49.16	196.64
8249	LOGITECH WIRELESS (MOUSE AND KEYBOARD)	UNIT	6	0	0	0	6	1,400.00	8,400.00
8030	LV5 BALLPEN 247051 - 0.5MM	PC.	15	0	15	0	30	15.00	450.00
3942	MAGAZINE FILE LARGE, 144MM X 229MM X 267MM (4-1/2"	PC.	5	0	0	0	5	59.49	297.45
7557	MAILING ENVELOPE W/ PADO LETTERHEAD- LONG	BOX	2	0	0	0	2	1,382.01	2,764.02
2093	MAILING ENVELOPE W/ PGO LETTERHEAD,LONG	BOX	4	0	0	0	4	1,382.01	5,528.04
2097	MAILING ENVELOPE W/ VGO LETTERHEAD,LONG	BOX	2	0	0	0	2	1,155.87	2,311.74
5978	MARKER, FLOU.	PC.	72	5	16	5	98	45.89	4,497.22
4461	MASTER ROLL DR - S550	ROLL	1	0	1	0	2	4,916.25	9,832.50
8033	MOSQUITO KILLER, WATER BASE 500ML	BOT.	10	8	1	0	19	295.00	5,605.00
7560	MOUSE PAD	PC	7	5	0	0	12	200.00	2,400.00
139	MOUSE,OPTICAL	PC.	11	1	0	0	12	420.00	5,040.00
8158	TONER BROTHER 2060	PC.	3	3	0	0	6	2,500.00	15,000.00
6404	TONER DEVELOP /NEO 363	CART.	12	0	0	0	12	4,800.00	57,600.00
224	TONER FOR 615/616/618/D/620/D/MP1500/1600LE/2000LE	CART.	10	6	0	0	16	2,710.40	43,366.40
225	TONER FOR MP1500	CART.	36	13	11	6	66	2,961.11	195,433.26
8367	TONER FOR MP1900	CART	1	1	1	1	4	2,800.00	11,200.00
157	TONER TN 2025	CART.	2	1	0	0	3	3,277.50	9,832.50
2543	TONER, DIGITAL COPIER E-STUDIO 120	CART	3	1	1	0	5	3,500.00	21,850.00
6270	TONER, DIGITAL COPIER E-STUDIO 181	CART.	4	5	2	2	13	5,200.00	58,955.00
6289	TONER, DSM615-COPIER MACHINE	BOT.	2	2	0	0	4	2,710.40	10,841.60
7378	TONER, E-STUDIO 211	CART	4	3	4	3	14	5,200.00	72,800.00
173	TONER, NPG-32,FOR CANON IR1024 COPIER	PC.	1	0	1	0	2	4,992.73	9,985.46
8068	TONER, PHOTOCOPIER DSM615/DSM618/DSM618D	CART	23	5	4	3	35	2,710.40	94,864.00

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
8406	TONER, TK 100 KM 1820	PC.	3	1	1	1	6	5,000.00	30,000.00
5249	TONER, XEROX PHASER 3124	PC.	14	0	4	0	18	4,916.25	88,492.50
4340	TONER,CE-285A	CART.	10	10	10	10	40	4,282.60	171,304.00
7640	UTILITY BOX 2X4	PC	1	1	1	1	4	31.00	124.00
6272	VELLUM PAPER (14" X 8.5")	PC.	5,000	5,000	0	0	10,000	5.00	50,000.00
8072	WAX CAR	CAN	2	0	2	0	4	250.00	1,000.00
5550	WHITE BOARD 18" X 24"	PC.	1	0	0	0	1	546.25	546.25
8070	WHITE BOARD 3 X 4	PC.	4	1	0	0	5	928.63	4,643.15
7112	WHITEBOARD 34 X 35 INCHES	PC	2	0	0	0	2	2,500.00	5,000.00
744	WYTEBOARD 3 X 4	PC.	1	0	0	0	1	928.63	928.63
8069	WYTEBOARD PEN	PC.	29	18	13	7	67	39.33	2,635.11
6230	XEROX PHASER 3200MFP CARTRIDGE	CART.	2	1	1	1	5	4,200.00	21,000.00
964	AMMONIA	GAL.	6	0	0	0	6	556.25	3,337.50
6600	DISINFECTANT 500ML	BOT.	29	16	12	11	68	218.50	14,858.00
4563	DISINFECTANT,500ML	BOT.	3	0	0	0	3	218.50	655.50
6400	GARBAGE BAG MEDIUM 10'S (BLACK)	PACKS	1	0	1	0	2	150.00	300.00
6046	TISSUE PAPER	ROLL	90	55	45	15	205	14.25	2,921.25
8352	AIR FRESHENER	CAN	1	1	1	1	4	220.00	880.00
1368	DRINKING GLASS	DOZ.	2	0	0	0	2	437.00	874.00
6704	TOILET TISSUE 250 TWIN PLY SHEETS, 12 ROLLS/PACK	PACK	1	1	1	1	4	132.00	528.00
8022	TOILET TISSUE PAPER 2 PLY	ROLL	5	29	5	5	44	12.00	528.00
4631	ANTI BACTERIAL, LIQUID SOAP 500ML	BOT.	6	0	3	0	9	114.71	1,032.39
3333	BATHROOM SOAP	PC.	30	0	30	0	60	34.96	2,097.60
8021	BATHROOM SOAP	PC.	10	10	5	0	25	39.00	975.00
237	CAR POLISH BIG	CAN	3	2	0	0	5	273.13	1,365.65
249	DETERGENT, POWDER (BIG) 1 KL	BOX	5	7	3	6	21	94.86	1,992.06
7981	FLOORWAX PASTE NATURAL, 450G /CAN	CAN	13	8	8	8	37	100.00	3,700.00
3529	FLOORWAX TG, LIQUID, BUFFABLE,WATER BASE 3.75 LITE	GAL.	2	0	0	0	2	388.22	776.44
7909	FRESHENER GEL	CAN	5	0	0	0	5	60.00	300.00
7585	GLOVES, HAND - ASSORTED SIZES	PAIR	10	3	0	0	13	82.00	1,066.00
6676	INSECTICIDE , AEROSOL TYPE 420G / CAN	CAN	16	16	16	16	64	163.16	10,442.24
4393	MATCH 10'S	PACK	0	2	0	0	2	14.42	28.84

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
7948	MOP HEAD (NYLON 400G)	PC.	17	1	11	11	40	190.00	7,600.00
2375	MOPHANDLE SCREW TYPE HEAVY DUTY WOODEN HANDLE	PC.	6	2	5	2	15	218.50	3,277.50
287	PAD, SCRUBBING	PAD	63	55	58	14	190	30.59	5,812.10
7942	POLYETHYLENE PLASTIC QUICKIE TRASH BAG 43" X 50",	BUNDL	450	0	0	0	450	200.00	90,000.00
3556	RAGS COTTON, APPROX 203MM (8") IN DIAMETER	KILO	10	10	0	0	20	50.04	1,000.80
3707	RUG,FLOOR	PC.	3	0	0	0	3	218.50	655.50
7943	SOAP, MULTIGRADE LIQUID	GAL.	11	11	1	1	24	500.00	12,000.00
7944	SPRAYER, HAND (FOR PLANTS), PLASTIC STANDARD SIZE	PC.	12	0	12	0	24	95.00	2,280.00
7946	TOILET BOWL & URINAL CLEANER BACTERICIDAL 900ML	BOT.	24	24	17	17	82	450.00	36,900.00
320	TOILET BOWL AND TILE CLEANER	GAL	18	12	17	12	59	928.63	54,789.17
7947	TOILET PUMP RUBBER	PC.	17	12	13	0	42	43.00	1,806.00
4703	TRASH BAG LARGE GREEN	PACK	100	0	100	0	200	54.63	10,926.00
1373	TRASH BAG LARGE W/ TIE	PC.	2,580	2,530	2,260	2,200	9,570	7.65	73,210.50
4702	TRASH BAG LARGE YELLOW	PACK	100	0	50	0	150	54.63	8,194.50
4701	TRASH BAG MED. GREEN	PACK	130	30	80	0	240	43.70	10,488.00
4700	TRASH BAG MED. YELLOW	PACK	130	30	80	0	240	43.70	10,488.00
3577	TRASHBAG PLASTIC, BLACK, GUSSETED TYPE,10PCS/ROLL	ROLL	36	6	26	1	69	99.47	6,863.43
328	WASTE BASKET W/ COVER AND PEDAL	PC	4	0	0	0	4	316.61	1,266.44
3148	WASTEBASKET WIRE MESH, ASSORTED COLORS	PC.	5	4	0	0	9	84.56	761.04
2596	WINDOW SQUEEZER HD - 12"	PC.	1	0	0	0	1	327.75	327.75
6335	ZONROX	GAL.	40	16	8	8	72	85.00	6,120.00
5869	CANON PG-40 INK (BLACK)	PC.	2	0	2	0	4	1,114.35	4,457.40
4950	CARTRIDGE CANON LBP 3050	UNIT	9	0	0	0	9	4,916.25	44,246.25
6746	CD RECORDABLE , WITH CASE	PC.	20	0	0	0	20	25.13	502.60
4821	CONT. FORM 11X14 7/8 - 4 PLY	BOX	19	2	0	3	24	1,037.88	24,909.12
4820	CONT. INK SUPPLY SYS FOR CANNON IP1900 W/ COMP. A	SET	1	1	1	0	3	1,500.00	4,500.00
7082	HP DESKJET ADVANTAGE # 704 - BLACK	CART.	10	0	10	0	20	390.00	7,800.00
7081	HP DESKJET ADVANTAGE # 704 - COLORED	CART.	4	0	4	0	8	390.00	3,120.00
7096	HP LASER JET 1102 TONER 85A	PC.	7	7	0	0	14	4,300.00	60,200.00
3828	INK #60 (BLACK)	CART.	44	44	34	24	146	655.50	95,703.00
8408	INK # 60 - COLORED	PC.	5	5	2	0	12	742.90	8,914.80
3829	INK #60 (COLORED)	CART.	21	21	14	12	68	742.90	50,517.20

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
6747	INK , FINE CART., CL - 811 - COLORED	CART.	10	0	10	0	20	1,350.00	27,000.00
209	INK BLACK CPI10 (500ML) FOR CP6123CP	CART.	10	5	10	5	30	1,180.17	35,405.10
3220	INK CART.,C6615A, ORIGINAL, BLACK	CART.	5	0	2	0	7	1,208.03	8,456.21
5677	INK FINE CART., PG 810 BLK.	CART.	10	0	10	0	20	1,201.75	24,035.00
2417	INK REFILL FOR IP 1300 (BLACK)	CART.	10	5	10	5	30	150.77	4,523.10
5941	INK, PORTABLE PRINTER #35-TWIN BLACK	CART	2	2	2	2	8	655.50	5,244.00
6950	INK, T6643 - MAGENTA	PC	10	0	10	0	20	140.00	2,800.00
49	INK, CART CL-831 COLOR	CART	5	0	0	0	5	1,304.12	6,520.60
50	INK, CART PG-830 BLACK	CART	7	0	0	0	7	1,000.07	7,000.49
65	INK, CARTRIDGE T-0751 BLACK	CART	5	5	0	0	10	386.96	3,869.60
7426	INK, CARTRIDGE303	CART.	6	7	3	0	16	2,500.00	40,000.00
5248	INK, DESKJET D2560,#60, COLORED	CART.	9	0	0	0	9	874.00	7,866.00
3234	INK, DP BLACK DS 14L 1000CC	PC.	1	5	0	5	11	1,584.13	17,425.43
5940	INK, IP2770 CL-811	CART	15	9	10	8	42	1,217.48	51,134.16
5939	INK, IP2770 PG-810	CART	21	15	19	11	66	911.58	60,164.28
3282	INK, PIXMA (830 BLACK)	CART	7	5	0	0	12	1,638.75	19,665.00
3285	INK, PIXMA (831 COLOR)	CART	7	5	0	0	12	1,638.75	19,665.00
6948	INK, T6641 - BLACK	PC	14	0	14	0	28	140.00	3,920.00
6949	INK, T6642 - CYAN	PC.	10	0	10	0	20	140.00	2,800.00
6951	INK, T6644 - YELLOW	PC	10	0	10	0	20	140.00	2,800.00
95	INK,3920 # 21 BLACK	CART.	11	10	8	0	29	885.74	25,686.46
96	INK,3920 # 22 COLORED	CART.	22	5	2	0	29	941.02	27,289.58
66	INK,CARTRIDGE T-0752 CYAN	CART.	5	5	0	0	10	450.00	4,500.00
67	INK,CARTRIDGE T-0753 MAGENTA	CART.	5	5	0	0	10	450.00	4,500.00
68	INK,CARTRIDGE T-0754 YELLOW	CART.	5	5	0	0	10	450.00	4,500.00
6520	INK,PIXMA PG-41	CART.	11	6	7	6	30	1,500.00	45,000.00
6060	INK,REFILL CONTINUOUS INK BLACK CANON MP258	BOT.	19	9	16	9	53	285.00	15,105.00
6057	INK,REFILL CONTINUOUS INK CYAN CANON MP258	BOT.	8	0	7	0	15	285.00	4,275.00
6058	INK,REFILL CONTINUOUS INK MAGENTA CANON MP258	BOT.	8	0	7	0	15	285.00	4,275.00
6059	INK,REFILL CONTINUOUS INK YELLOW CANON MP258	BOT.	8	0	7	0	15	285.00	4,275.00
138	KEYBOARD, COMPUTER (USB PORT)	UNIT	12	2	4	1	19	518.94	9,859.86
141	MOUSE, COMPUTER W/NET SCROLL,USB PORT	UNIT	16	12	5	0	33	450.00	14,850.00

I T E M Code	ITEM & SPECIFICATIONS	QUANTITY REQUIREMENT					PS PRICE CATALOGUE AS OF	TOTAL AMOUNT	
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL			
		Jan Feb Mar	Apr May Jun	Jul Aug Sep	Oct Nov Dec				
Office Supplies Expenses									
3387	PRINTER RIBBON, RN8750 FOR LX300, LX800, FX80	PC.	22	16	16	16	70	102.42	7,169.40
5102	PRINTER, RIBBON LQ 300+II	ROLL	20	0	0	0	20	100.00	2,000.00
146	RIBBON, PRINTER - REFILL FOR EPSON LQ - 2170/2180	PC.	80	10	30	10	130	81.66	10,615.80
156	RIBBON, REFILL FOR EPSON FX2175	PC.	5	0	0	0	5	38.95	194.75
6169	TONER, LASERJET 05A	CART.	5	4	5	4	18	4,300.00	77,400.00
4594	TONER, LASERJET CB540A	CART.	6	3	1	0	10	4,370.00	43,700.00
6068	TONER, LASERJET CE278A	CART.	8	8	8	0	24	3,325.00	79,800.00
6395	TONER, MLT-B104H, ML1660 PRINTER SAMSUNG	CART.	4	0	0	0	4	3,700.00	14,800.00
1379	USB MOUSE AND KEYBOARD	UNIT	1	0	0	0	1	773.49	773.49
3455	FLUORESCENT 40 W ATTS TUBE T-8 SIZE DAY LIGHT SMA	PC.	10	0	0	0	10	262.20	2,622.00
4161	BULB 8W (WARM WHITE) PHILIPS	PC.	27	25	27	25	104	207.58	21,588.32

GROUP TOTAL: **3,068,405.47**

GRAND TOTAL: **11,988,755.74**

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

PREPARED BY:

CERTIFIED FUNDS AVAILABLE:

APPROVED:

(sgd.) SAMSON J. SANCHEZ, MPA,CSEE

Provincial General Services Officer/BAC Chairman

(sgd.) NORMA A. LUMAIN, CPA,MPA

Prov'l. Budget Officer/OIC-Prov'l. Administrator

(sgd.) RODOLFO P. DEL ROSARIO

Governor

DATE PREPARED: _____