

ANNUAL OFFICE SUPPLIES PROCUREMENT PROGRAM***BY 2011***

CITY OF MALABON

Fund/Special Account: General Fund

Dept./Office/Unit: SOLID WASTE MANAGEMENT

Fund

ITEM NO. (1)	PARTICULAR (2)	QUANTITY		COST		ALLOTMENT BY QUARTER				REMARKS (11)
		On Hand (3)	Proposed (4)	Unit (5)	Total (6)	1 (7)	2 (8)	3 (9)	4 (10)	
1	Bond Paper sub.20 (Long)	-	15	283.80	4,257.00	1,419.00	1,419.00	851.40	567.60	
2	Bond Paper sub.20 (Short)	-	10	227.04	2,270.40	1,135.20	454.08	454.08	227.04	
3	Ink Cartridge EPSON TO38	-	8	894.40	7,155.20	2,683.20	2,683.20	1,788.80		
4	Ink Catridge EPSON TO39	-	4	1,324.40	5,297.60	1,324.40	1,324.40	1,324.40	1,324.40	
7	Tape Transparent,2' x 50m	-	5	34.40	172.00		103.20	68.80		
8	Correction Fluid, 15ml	-	4	18.06	72.24			72.24		
9	Record Notebook (500 pages)	-	6	141.04	846.24	282.08	564.16			
10	Record Notebook (300 pages)	-	6	106.64	639.84	213.28		426.56		
14	Clip,paper, Jumbo, vynil coated	-	10	14.62	146.20		146.20			
15	Folder (Long)	-	110	4.51	496.10	315.70	45.10		135.30	
16	Paste solid, 200 grams in jar with applicator	-	2	37.84	75.68	75.68				
17	Marking Pen white board(Blk,blue,red) 2 each	-	4	30.96	123.84	92.88		30.96		
18	Marking Pen Permanent (blk,red) 2each	-	4	48.16	192.64	96.32		96.32		
19	Ballpen (Blk,Red)	-	18	6.02	108.36	60.20	48.16			
20	Marking Pen, fluorescent (light yellow,light green)	-	2	73.96	147.92		147.92			
21	Rubber band, small	-	2	25.80	51.60		51.60			
	TOTAL		210	3,271.65	22,052.86	7,697.94	6,987.02	5,113.56	2,254.34	

Prepared by:

(signed)**ENGR. FLORO B. BELANDRES, JR.***Officer-In-Charge, SWMO*

Date : _____

Recommended by:

(signed)**ENGR. FLORO B. BELANDRES, JR.***Acting City General Services Officer*

Date: _____

Approved by:

(signed)**CANUTO S. ORETA***City Mayor*

Date: _____

Reviewed as to Appropriation:

(signed)**CYNTHIA P. RAMOS**

City Budget Officer

Date: _____

ANNUAL SUPPLIES PROCUREMENT PROGRAM

INSTRUCTIONS

This form shall be prepared by the various department/office/unit heads to present their annual/supplemental office supplies requirements for the calendar year. It shall be attached to the Work and Financial Plan and Request for Allotment (W/FD & RA) submitted to the General Services Officer for recommended, and to the Local Budget Officer for review. It shall be approved by the Local Chief Executive together with the W/FP & RA.

Column No.	Information
1	Item number of the proposed supply in sequential order
2	Equipment type/corresponding/description/specification.
4	Number of proposed units of supplies.
5	Cost per unit.
7 - 10	Amount required by quarter.