

ITEM NO.	UNIT	NGAS ACCT CODE	NGAS ACCOUNT TITLE	QTY	UNIT COST	TOTAL AMOUNT	MODE OF PROCUREMENT	DISTRIBUTION							
								1ST QUARTER		2ND QUARTER		3RD QUARTER		4TH QUARTER	
								QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
			COMMON OFFICE SUPPLIES												
28	roll		ACETATE, gauge #3, 50m in length	1	572.00	572.00	SHOPPING	1	572.00						
29	can		AIR FRESHENER, 280ml/can, assorted scents, spray mist	24	114.40	2,745.60	SHOPPING	6	686.40	6	686.40	6	686.40	6	686.40
30	bottle		ALCOHOL, 70% isopropyl	40	49.70	1,988.00	SHOPPING	20	994.00			20	994.00		
31	each		AUDIO CASSETTE TAPE, 90min.	30	12.35	370.50	SHOPPING	10	123.50	10	123.50	5	61.75	5	61.75
32	piece		BALLPEN, black	100	9.00	900.00	SHOPPING	50	450.00			50	450.00		
33	piece		BALLPEN, blue	40	9.00	360.00	SHOPPING	20	180.00			20	180.00		
34	piece		BALLPEN, red	20	9.00	180.00	SHOPPING	10	90.00			10	90.00		
35	box		CARBON PAPER, ordinary, legal, 100s/box	4	68.65	274.60	SHOPPING	1	68.65	1	68.65	1	68.65	1	68.65
36	each		CLIP, bulldog (3")	10	7.30	73.00	SHOPPING	2	14.60	2	14.60	2	14.60	4	29.20
37	box		CLIP, backfold, 25mm, 12s/box	10	8.25	82.50	SHOPPING	4	33.00	2	16.50	2	16.50	2	16.50
38	bottle		CORRECTION FLUID, 20ml.	10	11.70	117.00	SHOPPING	3	35.10	2	23.40	3	35.10	2	23.40
39	box		DATA FILE BOX, (5"x9"x15-3/4")	40	55.00	2,200.00	SHOPPING	10	550.00	10	550.00	10.00	550.00	10	550.00
40	each		DATA FOLDER, w/ finger ring, (3" x 9" x 15")	50	61.10	3,055.00	SHOPPING	30	1,833.00	10	611.00	10	611.00		
41	box		ENVELOPE, documentary (10"x15"), 500s/box	2	431.60	863.20	SHOPPING	2	863.20						
42	box		ENVELOPE, documentary, A4 size, 500s/box	2	505.45	1,010.90	SHOPPING	2	1,010.90						
43	box		ENVELOPE, expanding, legal size, 100s/box	4	65.55	262.20	SHOPPING	2	131.10			2	131.10		
44	box		ENVELOPE, mailing white, 500s/box	12	148.75	1,785.00	SHOPPING	3	446.25	3	446.25	3	446.25	3	446.25
45	box		FOLDER, pressboard, plain, legal, 100s/box	4	736.35	2,945.40	SHOPPING	2	1,472.70			2	1,472.70		
46	pack		FOLDER, tagboard, legal size, 100s/box	4	243.40	973.60	SHOPPING	2	486.80			2	486.80		
47	pack		FOLDER, tagboard, A4 size, 100s/box	4	252.75	1,011.00	SHOPPING	2	505.50			2	505.50		
48	jar		GLUE, all purpose, 200 grams	20	45.45	909.00	SHOPPING	5	227.25	5	227.25	5	227.25	5	227.25
49	pack		LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	4	459.20	1,836.80	SHOPPING	2	918.40			2	918.40		
50	set		MARKER, fluorescent, 3 colors/set	12	89.35	1,072.20	SHOPPING	6	536.10			6	536.10		
51	each		MARKING PEN, whiteboard, black	12	25.90	310.80	SHOPPING	3	77.70	3	77.70	3	77.70	3	77.70
52	each		MARKING PEN, whiteboard, blue	12	25.90	310.80	SHOPPING	3	77.70	3	77.70	3	77.70	3	77.70
53	each		MARKING PEN, whiteboard, red	12	25.50	306.00	SHOPPING	3	76.50	3	76.50	3	76.50	3	76.50
54	each		MARKING PEN, permanent, black	20	26.95	539.00	SHOPPING	10	269.50	5	134.75	3	80.85	2	53.90
55	each		MARKING PEN, permanent, blue	20	26.95	539.00	SHOPPING	10	269.50	5	134.75	3	80.85	2	53.90
56	each		MARKING PEN, permanent, red	10	26.95	269.50	SHOPPING	5	134.75	3	80.85	2	53.90		
57	each		NOTE BOOK, stenographer's	20	7.80	156.00	SHOPPING	10	78.00			10	78.00		
58	ream		PAPER, mimeo, Groundwood, A4	40	57.45	2,298.00	SHOPPING	10	574.50	10	574.50	10	574.50	10	574.50
59	ream		PAPER, mimeo, WhiteWove, A4	200	153.15	30,630.00	SHOPPING	50	7,657.50	50	7,657.50	50	7,657.50	50	7,657.50
60	ream		PAPER, PPC, A4	500	123.00	61,500.00	SHOPPING	150	18,450.00	100	12,300.00	150	18,450.00	100	12,300.00
61	ream		PAPER, PPC, A4, with Philracom Letterhead	50	670.00	33,500.00	SHOPPING	20	13,400.00	10	6,700.00	10	6,700.00	10	6,700.00
62	ream		PAPER, mimeo, WhiteWove, Legal	200	141.00	28,200.00	SHOPPING	50	7,050.00	50	7,050.00	50	7,050.00	50	7,050.00
63	ream		PAPER, for PPC, Legal	500	136.00	68,000.00	SHOPPING	100	13,600.00	200	27,200.00	100	13,600.00	100	13,600.00
64	pad		PAPER, ruled pad, 216mmx330mm, 100s/pad	10	19.80	198.00	SHOPPING	5	99.00			5	99.00		
65	ream		PARCHMENT PAPER, A4 size, 75 gsm, 100/ream	50	126.90	6,345.00	SHOPPING	20	2,538.00	10	1,269.00	10	1,269.00	10	1,269.00
66	box		PAPER FASTENER, non-rust metal, 50 sets/box	20	78.75	1,575.00	SHOPPING	10	787.50			10	787.50		
67	box		PAPER CLIP, gem type, jumbo, 50mm, 100s/box	10	13.55	135.50	SHOPPING	5	67.75			5	67.75		
68	box		PAPER CLIP, gem type, 33mm, 100s/box	50	4.40	220.00	SHOPPING	15	66.00	10	44.00	5	22.00	20	88.00
69	set		PASSPORT PLASTIC COVER (Horse's passport)	500	26.00	13,000.00	SHOPPING	500	13,000.00						
70	dozen		PENCIL, lead, w/eraser	3	34.20	102.60	SHOPPING	3	102.60						
71	book		RECORD BOOK, 300 pages	10	70.40	704.00	SHOPPING	5	352.00			5	352.00		
72	book		RECORD BOOK, 500 pages	10	93.60	936.00	SHOPPING	5	468.00			5	468.00		
73	spool		RIBBON, nylon, manual typewriter	10	15.10	151.00	SHOPPING	5	75.50	2	30.20	2	30.20	1	15.10

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								QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT				
			ACCOUNTABLE/OFFICIAL FORMS																
112	booklet		CHECKBOOK, MDS checks	200	330.00	66,000.00	SHOPPING	100	33,000.00			100	33,000.00						
113	pad		ACCOUNTABLE FORM # 51-C (Carbonless Official Receipt)	200	100.00	20,000.00	SHOPPING	200	20,000.00										
114	piece		PROPERTY CARD	200	2.45	490.00	SHOPPING	200	490.00										
115	book		GEN. FORM #51a (Official Cash Book, small)	10	287.50	2,875.00	SHOPPING	5	1,437.50			5	1,437.50						
116	piece		GENERAL LEDGER, Appendix # 6	500	1.65	825.00	SHOPPING	500	825.00										
117	piece		GUEST ID CARDS	100	10.00	1,000.00	SHOPPING	100	1,000.00										
118	piece		I.D. CARD FOR RACING OFFICIAL	150	8.34	1,251.00	SHOPPING	150	1,251.00										
119	piece		I.D. CARD FOR HORSE OWNER	500	4.20	2,100.00	SHOPPING	500	2,100.00										
120	piece		I.D. CARD FOR HORSE TRAINER	300	6.20	1,860.00	SHOPPING	300	1,860.00										
121	piece		I.D. CARD FOR JOCKEY	200	6.50	1,300.00	SHOPPING	200	1,300.00										
122	piece		I.D. CARD FOR EXERCISE RIDER	50	16.00	800.00	SHOPPING	50	800.00										
123	piece		I.D. CARD FOR APPRENTICE JOCKEY	50	16.00	800.00	SHOPPING	50	800.00										
124	piece		I.D. CARD FOR STUDENT JOCKEY	50	16.00	800.00	SHOPPING	50	800.00										
125	piece		I.D. CARD FOR GROOM'S HELPER	100	11.00	1,100.00	SHOPPING	100	1,100.00										
126	piece		I.D. CARD FOR GROOM	1000	2.90	2,900.00	SHOPPING	1000	2,900.00										
127	piece		I.D. CARD FOR STARTING GATE HELPER	150	8.33	1,249.50	SHOPPING	150	1,249.50										
128	piece		HORSE PERFORMANCE RECORD CARD	1000	8.00	8,000.00	SHOPPING	1000	8,000.00										
129	piece		STOCK CARD	100	3.50	350.00	SHOPPING	100	350.00										
130	piece		I.D. CARD FOR OFFICIALS AND EMPLOYEES	100	25.00	2,500.00	SHOPPING	100	2,500.00										
131	piece		COVERING REPORT (for NSBR)	500	82.00	41,000.00	SHOPPING	500	41,000.00										
132	piece		RECORD OF SUSPENSION	500	6.00	3,000.00	SHOPPING	500	3,000.00										
133	piece		RACING FORM #3 (RECORD OF CHANGE OF GEAR/ EQUIPMENT OF RACE HORSE)	500	7.00	3,500.00	SHOPPING	500	3,500.00										
			SUB-TOTAL:			163,700.50													
			GRAND TOTAL			951,596.20			364,908.05			183,022.10			237,389.80				166,614.30

Prepared by:

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