

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ink, Refill Pentel Pilot black	3	bottles	65.00	195.00			3									
Ink, Refill Whiteboard Pilot Black	5	bottles	130.00	650.00			5									
Marking Pen, for whiteboard, black, Stabilo	10	pieces	27.15	271.50			10									
Marking Pen, for whiteboard, blue Stabilo	10	pieces	27.15	271.50			10									
Tissue paper, 2 ply, good quality	80	rolls	25.00	2,000.00			40			40						
Folder, ordinary, long	100	piece	10.00	1,000.00			50			50						
Folder, ordinary, long	100	pieces	10.00	1,000.00			50			50						
Thumbtacks	7	box	60.00	420.00			7									
Sub-Total				28,820.50												
Grand Total				35,720.50												

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Noted by: SUZETTE B. LINA

Unit Head/Project Leader

Funds Available: MYRNA S. PANCITO

Head, Budget Office

Date: 07/30/2020

*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation
 Note: Please make a separate PPM/P for each funding source.
 Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies,
 Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies