



Mindanao State University
ILIGAN INSTITUTE OF TECHNOLOGY
A. Bonifacio Ave., Iligan City

ANNUAL PROCUREMENT PLAN

GAA 1st to 4th Quarter 2025 (PRIMARY)

Accountable Forms Expenses(5020302000-001)

No.	Item Description	Unit	Unit Price	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total		PMO/End-User	Mode of Procurement
				Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
1	Accountable Form, Official Receipt # 51 (NPO, 3 Ply) >Form: ACCOUNTABLE FORM 51 (Continuous Form) >Size: Width 6.3/8 x 7 Height x 3 Ply >Material: Imported Carbonless Paper (White, Pink & Green) >Security Features: Black Penetrating, Migrating Red Security for Serial Numbering >Color: Full Color of Agency Logo & RP Logo (Original copy only): One side printing >Others: 1000 sets/box; 3 PLY														
2	Blank Check >Check, Account # 0425-PAB	booklet	600.00	0	0.00	0	0.00	0	0.00	2	1,200.00	2	1,200.00	Cashiering Section	OC
3	Blank Check >Check, Account # 0322-1080-10 >Check, Account # 0322-1088-77 >Check, Account # 0322-1095-55 >Check, Account # 0322-1122-11 >Check, Account # 0322-1104-72 >Check, Account # 0322-1090-24 >Check, Account # 0322-1137-65 >Check, Account # 0322-1212-10	booklet	600.00	0	0.00	0	0.00	0	0.00	94	56,400.00	94	56,400.00	Cashiering Section	OC
4	Check, Acct. # 2032-9000-59	booklet	1,000.00	0	0.00	0	0.00	0	0.00	2	2,000.00	2	2,000.00	Cashiering Section	
				300,000.00		0.00		0.00		59,600.00		359,600.00			

Prepared By:

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Admin Asst. II

Recommending Approval:

Atty. Amer Hussien B. Manaros, CPA
Head PMD/BAC, Chairperson

Approved by:

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