SHOPPING

PURCHASE REQUEST

Department of Foreign Affairs
Agency

(B)

SHP

11-01520

Department Office of Financial Management and Services **PR No.:** **Date:** 5-Nov-20

Section OFMS **SAI No.:** **Date:** 5-Nov-20

Stock No	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Flash Drive, 16 GB capacity	25		
	unit	Calculator, compact, 12 digits	30		
	cart	Ribbon Cart, Epson C135015632, Black, for LX-310	90		
	cart	Toner Cart, HP CE285A (HP85A), Black for HP LaserJet P1102	36		
	cart	Toner Cart, HP Q2612A, Black for HP LaserJet 1020	20		
	unit	Fire Extinguisher, dry chemical, 4.5kgs	4		
		xxxxxxxxxxNothing Followsxxxxxxxxx			
				ABC	230,508.00

Purpose:
For the official use of Office of Financial Management Services

Requested By:

Signature

Printed Name: **MYLA GRACE RAGENIA C. MACAHILIG**
Designation: Assistant Secretary, OFMS