



# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

02-04220

SHP

Department Office of Financial Management and Services PR No.: \_\_\_\_\_ Date: 12-Feb-20

Section OFMS SAI No.: \_\_\_\_\_ Date: 12-Feb-20

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	box	Retractable Ballpen, black, 12pc/box	20		
	box	Retractable Ballpen, blue, 12pc/box	20		
	pack	Book binding cover paper, Blue, A4	20		
	pack	Book binding cover paper, Blue, Legal	20		
	piece	Cash Register Ribbon	100		
	roll	Cash Register Tape Machine Roll, 100/box, 44x80 mm	200		
	ream	Copy Paper, letter size (80 gms, 8.5 x 11 inches)	300		
	box	Envelope, documentary w/ DFA print A4 size doc, 500pc/box	10		
	box	Envelope, documentary w/ DFA print Legal size doc, 500pc/box	10		
	box	Envelope, Mailing, Brown w/ DFA, 500pc/box	4		
	box	Envelope, Mailing, White w/ DFA, 500pc/box	4		
	pack	Glue Stick, 2pc/pack	550		
	piece	Index Card Creditor	1,000		
	piece	Index Card Employee	1,000		
	ream	Paper Color, Blue, legal size	200		
	ream	Paper Color, Green, legal size	200		
	ream	Paper Color, Pink, legal size	200		
	ream	Paper Color, Yellow, legal size	200		
	ream	Paper, DFA Letterhead, A4	45		
	ream	Paper, DFA Letterhead, Legal	40		
	pad	Post it, Sign here	145		
	piece	Ring Binder, plastic, 16 mm	100		
	piece	Ring Binder, plastic, 50 mm	100		
	pack	Screw Post 1-1/2", 100/pack	10		
	pack	Screw Post 2", 100/pack	10		
	pack	Screw Post 3", 100/pack	10		
	pack	Screw Post 4", 100/pack	10		
	pack	Screw Post 4-1/2", 100/pack	10		
	box	Sign Pen, black w/ rubber grip 1.0	10		
	box	Sign Pen, black w/ rubber grip .5	10		

