



PURCHASE REQUEST



Department of Foreign Affairs

Department: Office of ASEAN Affairs

PR No.: 10-03520

Date: 20-Oct-20

Section: SAI No.:

Stock			Quantity	Unit Cost	Total Cost
No.	Unit	ITEM / DESCRIPTION			
	ream	Multicopy paper, A4, 80gsm, (special white)	250		
	piece	Presentation Folder, transparent cover, A4 size Blue	500		
	piece	Presentation Folder, transparent cover, legal size Blue	100		
	piece	ID Card plastic jacket, transparent 4"X6"	400		
	piece	ID lace, claw hook, standard size	400		
	piece	Ink cartridge PGI-35BK (for Canon Pixma iP110 Printer)	15		
	piece	Toner, TN-621-Black (for Brother Printer HL-3150CDN)	5		
	piece	Toner, TN-625-Cyan (for Brother Printer HL-3150CDN)	2		
	piece	Toner, TN-625-Magenta (for Brother Printer HL-3150CDN)	2		
	piece	Toner, TN-625-Yellow (for Brother Printer HL-3150CDN)	2		
		xxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxxx			
					TOTAL ABC = Php 212,000.00
		Requirements: Chargeable against ASEAN's MOOE for FY 2020			

Purpose: For official use of the Office of ASEAN Affairs.

Requested by:

Signature

Junever M. Mahilum-West

Printed Name:

JUNEVER M. MAHILUM-WEST

Designation:

Assistant Secretary

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