


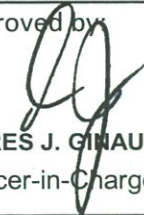
## PURCHASE REQUEST

### Department of Foreign Affairs Agency

Department : DFA CO LUCENA PR No. **2020-11-025** Date: **10/11/2020**  
 Section : PROPERTY SECTION SAI No. \_\_\_\_\_ Date : \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	UNIT	<b>PHOTO INK TANK PRINTER,</b> -Refillable Inks -Interfaces: USB AND WIFI -COMPATIBILITY: WINDOWS XP, XP PROFESSIONAL, VISTA, 7, 8, 8.1, 10	1		
	PIECE	<b>ANTIVIRUS</b> -3 users -Stops viruses, spyware, ransomware, and other malware -Scan for PC performance problems -Get real-time security updates -Enhanced Firewall -Avoid Fake Website	5		
	PIECE	<b>1TB HARD DISK DRIVE</b>	3		
	PIECE	<b>USB KEYBOARD</b>	1		
	PIECE	<b>Operating System</b> -latest proprietary operating system, 64-bit with latest and compatible productivity software	3		
	PIECE	<b>Office and Suite Software and Licenses</b> -Lates version -Has a Word processing, spreadsheet, program presentation, relational database, information management, and desktop publishing -Software and license support -Licensed for home and commercial use	3		
			<b>Total</b>		<b>64,679.00</b>

Purpose : FOR OFFICIAL USE

Signature	Requested By:	Approved by:
Printed Name :	 <b>KRISTINE CAROLINE O. HERNANDEZ</b>	 <b>CERES J. GINALI</b>
Designation :	Property Officer	Officer-in-Charge