# PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department: **Department of Foreign Affairs** PR No.: 11-04920 Date:

Office/Section **OUP** SAI No.: 25 NOV 2020 Date:

| Stock No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|---|---|---|---|---|---|
| | | **Office Supplies** | | | |
| | cart | Hp 126A CE310A Black (printer: HP Laserjet CP1025 color) | 6 | | |
| | cart | HP 126A CE311A Cyan (printer: HP Laserjet CP1025 color) | 6 | | |
| | cart | HP 126A CE312A Yellow (printer: HP Laserjet CP1025 color) | 6 | | |
| | cart | HP 126A CE313A Magenta (printer: HP Laserjet CP1025 color) | 6 | | |
| | cart | Brother TN2380 (printer: Brother MFC L27000) | 6 | | |
| | piece | SIGN PEN, Black, liquid/gel ink, 0.7mm needle tip | 60 | | |
| | piece | SIGN PEN, Black, liquid/gel ink, 1.0mm needle tip | 24 | | |
| | piece | SIGN PEN, Blue, liquid/gel ink, 0.7mm needle tip | 60 | | |
| | piece | SIGN PEN, BLue, liquid/gel ink, 1.0mm needle tip | 24 | | |
| | pack | Trash Bag Black 940mm x 1016mm | 10 | | |
| | ream | DFA Letterhead A4 | 5 | | |
| | ream | DFA Letterhead Legal | 5 | | |
| | piece | Flash Drive 16 Gb | 20 | | |
| | piece | SSD hard drive 1Tb | 10 | | |
| | | Approve Budget of Contract (ABC) | | | **Php 194,085.54** |

Purpose:

For official use of OUP

| | Requested by : | Approved by: |
|---|---|---|
| Signature | | |
| Printed Name: | **ORVILIETO A. GERVACIO** | **MARIE CHARLOTTE G. TANG** |
| Designation: | Property Officer | Senior Special Assistant |