

PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department : **CO TAGUM** PR No. 2020-11-011 Date: NOV 9, 2020

Section : **PROPERTY SECTION** SAI No. _____ Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	bottle	STAMP PAD INK, purple or violet	20		
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	50		
	ream	PAPER, MULTICOPY, 80 gsm size: 210mm x 297mm	15		
	ream	PAPER, MULTICOPY, 80 gsm size: 216mm x 330mm	15		
	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	36		
	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	20		
	box	STAPLE WIRE, STANDARD, (26/6)	20		
	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	5		
	piece	CORRECTION TAPE, film base type, UL 6m min	20		
	piece	DATA FILE BOX, made of chipboard, with closed ends	20		
	box	FASTENER, METAL, 70mm between prongs	10		
	piece	FOLDER, TAGBOARD, for legal size documents	100		
	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard	15		
	piece	Steel cabinet vertical: 4 drawers; dimensions: 46 x 62 x 133 cm color: white	2		
	piece	MARKER, PERMANENT, bullet type, black	30		
	pair	SCISSORS, symmetrical, blade length: 65mm min	10		
	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	40		
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	20		
	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	20		
	piece	Ballpen, Black	250		
	piece	Ballpen, Blue	250		
	piece	Ballpen, Red	100		
	piece	Ballpen, Purple	45		
	piece	Ballpen, Green	42		
	piece	FOLDER, for legal size documents, white/brown	240		
	piece	FOLDER, Expandable, legal size, orange/green/blue/yellow	25		
	pack	Bond Paper, Legal, orange/green/blue/yellow 20s	58		
	pack	Sticky Note, Strips, Assorted color	5		
	pack	Carbon Paper, Black	10		
		Total			P 65, 900

Purpose :

Signature	Requested By:	Noted By:
	<i>M. Melendres</i>	<i>J. Margallo</i>
Printed Name :	MARGARETT MAE I. MELENDRES	JOANY G. MARGALLO-LUCAS
Designation :	Property Officer	Office-in-Charge