PURCHASE REQUEST

Department of Foreign Affairs
Agency

10-03220 SHP

Department Office of Financial Management and Services **PR No.:** _____ **Date:** 20-Oct-20

Section Office of the Assistant Secretary **SAI No.:** _____ **Date:** 20-Oct-20

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	pcs	70% Ethyl Alcohol 500 ml	300		
	box	Surgical Mask, 50s	200		
	box	Surgical Gloves 100s	30		
	can	Disinfectant Spray, 600 ml	100		
	bottle	Hand Sanitizer, gel type, 500ml	15		
	box	Paper Towel, inter folder, 175sheet, 32gsm	100		
	pcs	Face Shield, Protective Isolation Mask	300		
		xxxxxxx nothing follows xxxxxxxxxxxxx			
					292,750.00

Purpose:
For the official use of Office of Financial Management Services

	Requested By:
Signature	
Printed Name:	**MYLA GRACE RAGENA C. MACAHILIG**
Designation:	Assistant Secretary, OFMS