

## PURCHASE REQUEST

**DEPARTMENT OF FOREIGN AFFAIRS**

Agency

Department: OFFICE OF THE SECRETARY

PR No. **02-00621**

Section : COORDINATION

SAI No.: **04 FEB 2021**

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	pc	Golden capiz and banana bark bowl (16"x9"x3")	6		
	pc	Coconut shell and capiz cheese tray (12.25"x8.25"x1.75")	10		
	pc	Pencil holder with capiz shell (2.75"x2.27"x3.5")	20		
	pc	Gemstone square box jeepney (4.75"x4.75"x2.25")	5		
	pc	Gemstone square box kalesa (4.75"x4.75"x2.25")	5		
		XXXXXXXXXXXXXXXXXXXXXXXXXX			
				<b>ABC:</b>	<b>Php 71,500.00</b>

Purpose: For SFA's token gifts to foreign dignitaries and other officials during official visits and courtesy calls, chargeable against the MOOE-Fund (Representation expenses) of OSEC.

RECEIVED BY:  
  
  
  
Printed Name

REQUESTED BY:  
  
*MAS*  
**MARI A. SANTERA**  
Property Officer

APPROVED BY:  
  
*JR*  
**JAIME RAMON T. ASCALON, JR.**  
Chief of Staff