



PURCHASE REQUEST

Department of Foreign Affairs
Agency

SHP

Department Office of Financial Management and Services

PR No.: **02-01421** Date: 4-Feb-21

Section Office of the Assistant Secretary

SAI No.: _____ Date: 9-Feb-21


Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Authentic High Quality Acrylic Face Shield	170		
		xxxxxxx nothing follows xxxxxxxxxxxxxxxx			
		Note: Please see attached specifications			
ABC					51,000.00

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

Signature

Printed Name:
Designation:

Requested By:


MYLA GRACE RAGENIA C. MACAHILIG
 Assistant Secretary, OFMS

Specifications:

1. Length – 16 cm
2. Width – 18 cm
3. High quality acrylic face shield
3. Full face coverage
3. Anti-fog and anti-dizzy
4. Lightweight and durable
5. Transparent frame