



PURCHASE REQUEST

Department of Foreign Affairs
Agency

SHP

Department Office of Financial Management and Services PR No.: **02-01921** Date: 3-Feb-21

Section OFMS SAI No.: _____ Date: 3-Feb-21

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	bottle	Alcohol, ethyl, 68%-70%, scented, 500 ml	250		
	bottle	Alcohol, isopropyl, 68%-70%, 500 ml	250		
	can	Disinfectant Spray, aerosol type, 400-550 grams	60		
	bottle	Hand Soap, liquid 500ml	30		
	piece	Face Shield, direct splash protection	150		
		xxxxxxxxxxNothing Followsxxxxxxxxxx			
			ABC		51,340.00

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

Signature _____

Printed Name: **MYLA GRACE RAGENIA C. MACAHILIG**

Designation: **Assistant Secretary, OFMS**