

PURCHASE REQUEST

Entity Name: DEPARTMENT OF FOREIGN AFFAIRS

Fund Cluster: _____

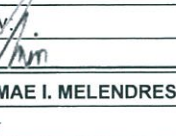
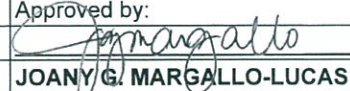
Office/Section : CO TAGUM

PR No.: 2021-010-08

Date: Oct 25, 2021

Responsibility Center Code : _____

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	TAPE, TRANSPARENT, width: 24mm (±1mm)	5		
	piece	MARKER, PERMANENT, bullet type, blue	5		
	piece	RUBBER BAND, 70mm min lay flat length (#18)	5		
	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4	50		
	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1		
	piece	TAPE, TRANSPARENT, width: 48mm (±1mm)	5		
	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, Legal	50		
	pack	AAA BATTERY	5		
	piece	BULBS 12 w	22		
	piece	FLASHLIGHT	10		
	piece	ADAPTOR (FLAT ADAPTOR) (SOCKET)	5		
	piece	DOOR KNOB	5		
	piece	SURGE PROTECTOR	5		
	piece	FAUCET	5		
	piece	FRAME HANGER	5		
	piece	MOP WITH WRINGLER	2		
	piece	DOORMAT	3		
	piece	TRASHCAN WITH WHEELS	2		
	piece	PAIL 4 GALLONS	1		
	bottle	liquid disinfectants 900 ml	40		
	bottle	70% Ethyl ALCOHOL 500ml	250		
	can	DISINFECTANT SPRAY 170 GRAMS	30		
	piece	surgical FACE MASK	800		
				TOTAL	119,111.50

Signature :	Requested by: 	Approved by: 
Printed Name	MARGARETT MAE I. MELENDRES	JOANY G. MARGALLO-LUCAS
Designation :	Property Officer	Officer-in-Charge