PURCHASE REQUEST

Entity Name: **Fund Cluster: REGULAR AGENCY**

Office/Section:	**PR No.:** **2021-10-028**	**25-Oct-21**
PROPERTY SECTION	**Responsibility Center Code:** **19-08**	**DATE**

Stock/Property **Number**	**Unit**	**Item Description**	**Qty**	**Unit Cost**	**Total Cost**
	UNIT	PRINTER, INK TANK, COLORED	2		
		Refillable Inks			
		Functions: Print, Scan, Copy			
		Wireless Printing			
	PIECE	LICENSE, WINDOWS 10 must be interoperable with DFA CO Lucena's existing equipment	3		
	PIECE	LICENSE, OFFICE 2019 must be interoperable with DFA CO Lucena's existing equipment	3		
	PIECE	HARD DISK DRIVE, 1 TB	3		
	UNNIT	EXTERNAL HARD DRIVE, 1 TB	4		
		XXXXXXXX NOTHING FOLLOWS XXXXXXXXXX			
		(PAGE 1 OF 1 PAGES)	**TOTAL**		**101,600.00**

Purpose: **FOR OFFICIAL USE**

	Requested by:	Approved by:
Signature:		
Printed Name:	**KRISTINE CAROLINE O. HERNANDEZ**	**CERES J. GINAULI**
Designation:	PROPERTY OFFICER	HEAD OF CONSULAR OFFICE