





# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

SHP

Department Office of Financial Management and Services PR No.: 02-02921 Date: 11-Feb-21

Section Commission on Audit SAI No.: \_\_\_\_\_ Date: 11-Feb-21

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	pack	Battery, dry cell, AAA, 2 pieces per blister pack	6		
	pack	Book binding cover paper, Blue, A4	5		
	pad	Bookmark flags memo sticky notes	15		
	box	Clip, Backfold, all metal, clamping: 32 mm	10		
	piece	Cutter Knife	5		
	piece	Daily Time Record	50		
	pack	Document File Folder (green, legal, 2holes, 3inches)	30		
	box	Envelope, mailing, white, 70gsm	2		
	roll	Fax Paper, 216mmx30mm	10		
	pack	Glue Stick, 2pc/pack	8		
	ream	Paper, Multicopy, A4	25		
	ream	Paper, Multi-Purpose (Copy) A4	50		
	piece	PVC File Folder (JEV Folder)	40		
	pair	Scissors, symmetrical, blade length: 65 mm	15		
	pad	Sticky Note, (3"x5")	20		
	box	Retractable Ballpen, black, 12pc/box	5		
	box	Retractable Ballpen, blue, 12pc/box	5		
	box	Retractable Ballpen, red, 12pc/box	5		
	box	Sign Pen, black w/ rubber grip 0.5	5		
	box	Sign Pen, blue w/ rubber grip 0.5	5		
	piece	Stapler, Standard Type, load cap.: 200 staples	5		
	piece	Stapler, Heavy Duty	1		
	box	Staple Wire #10	1		
	piece	Staple Remover, Flier-Type	5		
	roll	Tape, Masking, white, width: 48 mm	15		
	roll	Tape, double sided	10		
	cart	Toner Cart, HP CE285A(HP85A), Black for HP Laserjet P1102	15		
	roll	Twine, plastic, 1 kilo per roll	10		
	pc	Woven polypropylene sacks, 26"x40"	300		

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	can	Insecticide, aerosol type, 600 ml	6		
	can	Air Freshener, aerosol, 280 ml / 150 g	6		
		xxxxxxxxxxNothing Followsxxxxxxxxxx			
				<b>Grand Total</b>	<b>102,897.00</b>

Purpose:  
**For the official use of Commission on Audit**

Signature  Printed Name: Designation:	Requested By:  <div style="text-align: center;">   <b>MYLA GRACE RAGENIA C. MACAHILIG</b>          Acting Assistant Secretary, OFMS       </div>
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