PURCHASE REQUEST

03-042 21

Entity Name: **Department of Foreign Affairs** **Fund Cluster:** _____

Office/Section : UBRAA	PR No.: _____ Responsibility Center Code : _____	Date: 3/22/2021

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	cart	BROTHER TN-2380 Black Tone Cartridge for Printer Model: MFC-L2700D	4		
	cart	Canon Cartridge 303 for Printer Model Canon LBP 2900	2		
	cart	INK CART, HP CZ121A (HP685A), Black for Printer HP Laserjet CP1025 Color	5		
	cart	INK CART, HP CZ124A (HP685A), Yellow for Printer HP Laserjet CP1025 Color	5		
	cart	TONER CART, HP CE310A, Black toner for Printer HP Deskjet Ink Advantage 3525	5		
	cart	HP CE311A, Cyan toner for Printer HP Deskjet Ink Advantage 3525	5		
	cart	HP CE312A, Yellow toner for Printer HP Deskjet Ink Advantage 3525	5		
	cart	HP CE313A, Magenta toner for Printer HP Deskjet Ink Advantage 3525	5		
		Total ABC			83,087.84

Purpose: For official use of UBRAA

	Requested by:	Approved by:
Signature :		
Printed Name :	ORVILIETO A. GERVACIO	ELIZABETH P. BUENSUCESO
Designation :	Property Officer	Acting Undersecretary