

**PURCHASE REQUEST**

Department of Foreign Affairs

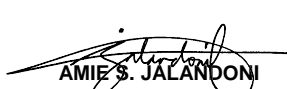

Agency

Department : DFA - CO GENSAN PR No. GSC-PR-2021-008 Date: 18 JUNE 2021

Section : Property SAI No. \_\_\_\_\_ Date : \_\_\_\_\_

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pack	AA, RECHARGEABLE BATTERY	3		
2	pack	AAA, RECHARGEABLE BATTERY	3		
3	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	50		
4	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	30		
5	pack	COLORED PAPER, GREEN, A4	4		
6	pack	COLORED PAPER, GREEN, LEGAL	4		
7	piece	CORRECTION TAPE, film base type, UL 6m min	50		
8	bundle	DAILY TIME RECORD CARD (DTR/FORM 48)	6		
9	piece	DATERSTAMP	20		
10	piece	DOCUMENT/FILE TRAY	3		
11	box	FASTENER, METAL, 70mm between prongs	21		
12	piece	FOLDER, EXPANDABLE, LONG, PLAIN WHITE	100		
13	box	FOLDER, KRAFT, BROWN, LONG	5		
14	ream	FOLIO SIZE COPY PAPER	175		
15	bottle	GLUE, WHITE, MULTI-PURPOSE (POLYVINYL ACETATE) 240grams	10		
16	bottle	INK, STAMP PAD BLUE	30		
17	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	50		
18	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	30		
19	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	50		
20	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	170		
21	roll	POS THERMAL PAPER, 80mmx70mm	100		
22	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	5		
23	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	10		
24	box	RUBBER BAND, 70mm min lay flat length (#18)	23		
25	box	SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	1		
26	box	STAPLE WIRE, STANDARD, (26/6)	100		
27	piece	STAPLER, WITH STAPLE WIRE REMOVER #35	6		
28	roll	TAPE - DUCK/CLOTH, 3"	10		
29	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	100		
			<b>Total</b>		<b>103,365.75</b>

Purpose : For the official use of the Consular Office for its operations.

Signature Printed Name : Designation :	Requested by:  <b>AMIE S. JALANDONI</b> Property Officer	Approved by:  <b>HELEN GRACE A. TABORA</b> Head of Consular Office
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