



# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

SHP

**05-05121**

Department Office of Financial Management and Services PR No.: \_\_\_\_\_ Date 31-May-21

Section OFMS SAI No.: \_\_\_\_\_ Date 31-May-21

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	Flash Drive, 16 GB capacity	30		
	unit	Mouse, wireless	10		
	cart	Ribbon Cart, Epson C13S015632, Black, for Epson LX-310	60		
	cart	Toner Cart, HP CE285A(HP85A), Black for HP Laserjet P1102	35		
	unit	Mouse, optical, USB connection type, min.cable length 15m	20		
	piece	Mouse Pad	20		
		xxxxxxxxxxNothing Followsxxxxxxxxxx			
				<b>ABC</b>	<b>179,067.00</b>

Purpose:  
**For the official use of Office of Financial Management Services**

Signature: \_\_\_\_\_  
 Printed Name: **MYLA GRACE RAGENIA C. MACAHILIG**  
 Designation: **Assistant Secretary, OFMS**