PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department: **Overseas Voting Secretariat (OVS)** PR No.: 05-02921 Date : 14 April 2021

Section : _____ SAI No.: _____ Date : _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	Poster Tube 27 in x 1.8 x 2mm	100		
	piece	Box Corrugated	20		
	unit	Rubber Stamp "Received"	3		
	piece	Sticker Note "Sign Here"	10		
	piece	Glue Stick Roll On	50		
	pack	Laminating Film	5		
	roll	Bubble Wrap	5		
	piece	Sign Pen 1.0 Blue	50		
	piece	Sign Pen 1.0 Black	50		
	piece	Sign Pen 1.0 Red	15		
	box	Paper Fastener, Plastic	25		
	piece	Glue Gun Stick Refills	50		
	roll	Tape Double Adhesive	20		
	piece	Padding Glue	5		
	unit	Ergonomic Stapler Mini	15		
	Box	Staple Wires No. 10-1 M	10		
	ream	Paper Sticker A4, 100s	1		
	ream	DFA Letterhead A4 Size	20		
	ream	DFA Letterhead Legal Size	20		
	Pack	CD Recordable, 50s	5		
				ABC	**Php 89,350.00**

Purpose:

For replenishment of OVS office supplies for FY 2021.

	Requested by :	Approved by:
Signature		
Printed Name:	**GWIN R. BALAGUER**	**ZOILO A. VELASCO**
Designation:	Acting Property Officer, OVS	Vice Chairperson, OVS