PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS
Agency

Department: OFFICE OF THE SECRETARY

PR No. : 03-04321

Section : COORDINATION

SAI No.: 23 MAR 2021

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	150		
	gallon	ALCOHOL, ethyl, 68%-72%, 1 gallon	12		
	pcs	N98 mask	60		
	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	40		
	bottle	ANTIBACTERIAL HAND SOAP, Liquid, 500ml	40		
	box	NITRILE GLOVES(medium, blue or white, 100/box)	6		
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
				ABC: Php 87,399.97	

Purpose: For the official use of the Office of Secretary of Foreign Affairs, chargeable against the MOOE-Fund of OSEC (Office Supplies Expenses)

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
Printed Name	**MARI A. SANTERA** Property Officer	**OLIVIA OSIAS S. MAGPILE** Administrative Officer