

# PURCHASE REQUEST

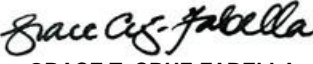
## Department of Foreign Affairs Agency

Department: Department of Foreign Affairs PR No.: **04-008-21** Date: 05 April 2021

Section : OPPC - Administration Support SAI No.: \_\_\_\_\_ Date :

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Box	Index Card, Plain White	6		
	Box	Index Card, Ruled	2		
	Pack	PAPER, Sticker A4	5		
	Pack	PAPER, Velum A4	2		
	Ream	PAPER, Colored Divider	4		
	Box	Ballpen Blue (12 per box)	20		
	Box	Ballpen Black (12 per box)	10		
	Box	Ballpen Red (12 per box)	10		
	Box	Envelope, Brown with DFA Return Address, A4	3		
	Box	Envelope, Brown with DFA Return Address, Legal size	3		
	Pack	FOLDER, Plastic Presentation, Legal (Sky Blue)	10		
	Piece	Double Sided Tape	5		
	Ream	PAPER, Multi-Color, 80 gsm, Legal (Orange)	8		
	Ream	PAPER, Multi-Color, 80 gsm, Legal (Pink)	5		
	Ream	PAPER, Multi-Color, 80 gsm, Legal (Blue)	8		
	Ream	PAPER, Multi-Color, 80 gsm, Legal (Green)	6		
	Ream	DFA Letterhead, A4	5		
	Ream	DFA Letterhead, Legal	5		
	Piece	Cartridge Brother MFC-9330CDW TN261 (Black) (for Brother MFC-9330CDW)	1		
	Piece	Cartridge Brother MFC-9330CDW TN261 (Yellow) (for Brother MFC-9330CDW)	1		
	Piece	Cartridge Brother MFC-9330CDW TN261 (Cjan) (for Brother MFC-9330CDW)	1		
	Piece	Cartridge Brother MFC-9330CDW TN261 (Magenta) (for Brother MFC-9330CDW)	1		
	Piece	Cartridge Brother MFC-9330CDW TN261 (Black) (for Brother MFC-9330CDW)	1		
		***** nothing follows *****			
				ABC	P 120,000.00

Purpose:  
For official use of OPPC for 2021

Signature: Printed Name: Designation:	Requested by : <div style="text-align: center;">   <b>GRACE T. CRUZ-FABELLA</b>                      Assistant Secretary, OPPC                 </div>
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