PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: OFFICE OF AMERICAN AFFAIRS PR No.: 01-02523 Date: 10 JAN 2023

Section: _____ SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pcs	**Customized Envelope**	120		
		*- Size 38 CM (W) X 27 CM (H) black oxford envelope with printed **10th PH - US BSD logo** (Annex A) and **native fabric flap cover design** (Annex C)*			
	Pcs	**Custom Made ID Lanyard**	120		
		*- Size 2.54 CM width personalized flat polyester ID lanyard with printed **10th PH-US Bilateral Strategic Dialogue logo and PH-US flag logo** (Annex B)*			
		- With included keyloop and PVC ID case			
TOTAL					ABC: Php 90,000.00

Purpose:

For the procurement of Conference Kits for the 10th Philippines-United States Bilateral Strategic Dialogue chargeable against OAA's MOOE for FY2023 (Regular Appropriation for Representation Expenses)

	Requested By:	Approved by:
Signature		
Printed Name	ABNER C. STO. DOMINGO	JOSE VICTOR V. CHAN-GONZAGA
Designation	Property Officer	Assistant Secretary