PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS
Agency

Departm **OFFICE OF THE SECRETARY** **PR No.:** 06-05423

Section **COORDINATION** **SAI No.:** 22 JUN 2023

Stock No.	Unit	Item Description	QTY	Unit Cost	Total Cost
	pc	Customized paperweight in ultra clear glass (rectangular, 15cm x 11cm, .9525 cm thickness)	100		
	pc	Customized special box with DFA logo and velet inner padding/cushion for the customized paperweight	100		
	pc	Customized gift note in special paper with printed DFA logo, phto and description of the token	100		
		XXXXXXXXXXXXXXXXX			
			ABC: Php240,000.00		

Purpose: For the Office of the Secretary of Foreign Affairs, chargeable against the 2023 MOOE-Fund of OSEC.

RECEIVED BY:	REQUESTED BY:	APPROVED BY:
Printed Name	**LAUREL B. DELA CRUZ** Property Officer	**MA. REMEDIOS R. DOMINGO** Administrative Officer