(Aspac PR 2022)

PURCHASE REQUEST

Department of Foreign Affairs
Agency

Department ASPAC **PR No.:** 06-03423

20 JUN 2023

Section **SAI No.:**

Item Code	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost (approx)	Total Cost
	box	Ball Point Pen, Black 0.7mm	10		
	box	Ball Point Pen, Blue 0.7mm	10		
	box	Ball Point Pen, Red 0.7mm	5		
	ream	Bond Paper, Letter, Blue	5		
	ream	Bond Paper, Letter, Yellow	5		
	ream	Bond Paper, Letter, Pink	5		
	ream	Bond Paper, Letter, Green	5		
	ream	DFA Letterhead (A4 size)	30		
	pack	FOLDER Plastic Presentation A4 (Sky Blue w/ fastener)	30		
	pack	FOLDER Plastic Presentation Legal (Sky Blue w/ fastener)	10		
	pack	Folder transparent 1st cover black, A4 size	30		
	pack	Folder transparent 1st cover black, legal size	10		
	pack	Folder, presentation A4 size (assorted color)	5		
	pack	Folder, presentation legal size (assorted color)	5		
	ream	"CONFIDENTIAL", covering paper, A4, 80gsm	10		
	ream	"CONFIDENTIAL", covering paper, Legal size, 80gsm	2		
				TOTAL	₱60,750.00

Purpose:

For Other official supplies of ASPAC (not available in PS-DBM)

Signature

Printed Name:
Designation:

REQUESTED BY:

AILEEN S. MENDIOLA-RAU
Acting Assistant Secretary