| PURCHASE REQUEST | | | | | | | | |
|---------------------------------|-------|--|----------|-----------|---------------------|--|--|--|
| | | <u>Department of</u> Age | | airs | | | | |
| Department : | | Office of Consular Affairs | PR Nd. | 18 - (| 15 9 2 3 | | | |
| Section : | | | SAI No. | | Date : 3 1 AUG 2023 | | | |
| Stock No. | Unit | Item Description | Quantity | Unit Cost | Total Cost | | | |
| 1 | piece | Self-inking Stamp "Stamps Without Names" (see attached specifications) | 180 | | | | | |
| 2 | piece | Self-inking Stamp "Original Seen" (see attached specifications) | 180 | | | | | |
| 3 | piece | Self-inking Stamp "Verified" (see attached specifications) | 20 | | | | | |
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| | | | | | | | | |
| | | | 7.41 | | B200 000 00 | | | |
| Purpose : | | Total P380,000.00 For official use of twenty (20) Temporary Off-site Passport Services (TOPS) | | | | | | |
| | | | | | | | | |
| Signature | | Requested by: | | | | | | |
| Printed Name : Designation : | | HENRY S. BENSURTO, JR. Assistant Secretary, OCA | | | | | | |

STAMPS SPECIFICATION (TOPS)

Frontline Unit Stamps

- a. Text Details
- i. Unit Code, Window No.
- ii. Personnel Name
- iii. Signature
- b. Text specification i. Font style: Arial
- ii. Font size: 8 iii. Color: Black
- c. Sample

Stamps without Names

Original Seen Stamps

- a. Text Details
- i. ORIGINAL SEEN ii. Date iii. Name

- iv. Signature
- b. Text specification
 i. Font style: Arial
 ii. Font size: 8

- iii. Color: Black
- c. Sample

| | ORIGINAL SEEN |
|---------|---------------|
| Date: _ | |
| Name: | |
| Signat | ure: |
| | |

Verification Stamps

- a. Text Details
- VERIFIED i.
- ii. Date
- iii. Name
- iv. Signature
- b. Text specificationi. Font style: Arial
- ii. Font size: 8
- iii. Color: Black
- c. Sample

| V | ERIFIED | |
|------------|---------|--|
| Date: | 151.119 | |
| Name: | | |
| Signature: | | |
| | | |