



# PURCHASE REQUEST

Department of Foreign Affairs

Agency

09 09623 26 SEP 2023

Department: OFFICE OF PROTOCOL

PR No.:

Date:

Section: Admin/ Property

SAI No.:

Date:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost (Php)
	pieces	Protocol Jacket <b>Description:</b> Cocktail Jacket with plain collar and buttoned cuffs. Hip welt pockets, zip-up fastening in the front <b>Fabric:</b> Polyester (Durable fabric with qualities of easy to dry and wrinkle free that makes it easy to iron) <b>Fit:</b> Regular with options to choose for small, medium Large or extra sizes <b>Color:</b> Black <b>Others:</b> Embroidered Protocol logo at the upper left chest	31		100,000.00
*****NOTHING FOLLOWS*****					

TOTAL ABC Php 100,000.00

Purpose:

FOR THE OFFICIAL USE OF THE OFFICE OF PROTOCOL

Signature

Requested By:

Approved By:

JEDDALYN V. LUIS-VILLAPANDO

MARY JENNIFER D. DINGAL

Designation

Property Officer, OP

Acting Assistant Secretary, OP