

PURCHASE REQUEST

Department of Foreign Affairs
Agency

10-08323

Department : OUMAIER PR No.: _____ Date: 19 Oct 2023

Section : _____ SAI No.: _____ Date: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
	Set	One (1) Inabel or Traditional Woven Kitchen Towel - approximately 11inches x 15 inches	300		
		One (1) Notebook with leather cover and logo			
		One (1) Desk/Mouse pad with small logo			
		One (1) Wooden Laptop Stand - adjustable up to 15" laptop			
		Gift Box (Packaging) - native box with ribbon and custom tag minimal design			
		xxxxxxxxxxxx			
				TOTAL/ABC	PHP 600,000.00

Purpose To be use as official tokens for the members of the Diplomatic Corps and other Gov. Agency partners

Requested by:

Signature : 
 Printed Name : **CHARLES C. JOSE**
 Designation : Undersecretary