PURCHASE REQUEST

Entity Name: DFA CONSULAR OFFICE SAN PABLO

Fund Cluster: RA-101101

Office/Section:	PR No.: 2023 - 10 - 04	20-Oct-23
PROPERTY SECTION	Responsibility Center Code: 12 001 13 00118	(Date)

Stock/Property Number	Unit	Item Description	Qty	Unit Cost	Total Cost
	pcs	Ball pen, Red	100		
	pcs	Dater, Self-inking	3		
	pcs	Folder, pressboard	100		
	pcs	Highlighter Pen, Assorted colors	58		
	bottle	Ink, Stamp Pad, Black	24		
	bottle	Ink, Stamp Pad, Red	5		
	ream	Paper, Multi Purpose, A4 500 sheets, 70 gsm	50		
	ream	Paper, Multi Purpose, Legal 500 sheets, 70 gsm	50		
	pcs	Staple Wire, Standard, No. 35 26/6	24		
	roll	Tape, Packaging, Tan, 48mm	4		
	pack	Tissue, Interfolded	466		
	roll	Twine, plastic	12		
		X X X X X X NOTHING FOLLOWS X X X X X X			
				TOTAL	55,990.00

Purpose: FOR CO's OFFICIAL USE

	Requested by:	Approved by:
Signature:		
Printed Name:	ABIGAIL B. JACINTO	CHERRY G. NARVAEZ
Designation:	PROPERTY/SUPPLY OFFICER	HEAD OF CONSULAR OFFICE