PURCHASE REQUEST

Entity Name: DFA - CONSULAR OFFICE LUCENA

Fund Cluster: REGULAR AGENCY

Office/Section:	PR No.: 2023-10-004	OCTOBER 27, 2023
PROPERTY SECTION	Responsibility Center Code:	DATE

Stock/Property Number	Unit	Item Description	Qty	Unit Cost	Total Cost
	PIECE	SIGN PEN, Black, liquid or gel	50		
	PACK	BATTERY, dry cell, size AA, Two (2) pieces per blister	23		
	BOTTLE	INK, for stamp pad, 50mL	20		
	BOX	ENVELOPE, Documentary, A4, 500 pieces per box	1		
	PIECE	FOLDER, pressboard, LEGAL	120		
	SET	MARKER, Flourescent, 3 colors per set	10		
	PIECE	PUNCHER, paper, heavy duty	10		
	BOX	RUBBER BAND No. 18, 350g	6		
	PAD	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	25		
	REAM	PAPER, MULTIPURPOSE A4, 500 sheets per ream	184		
	REAM	Bond Paper, Legal, Pink	2		
	REAM	Bond Paper, Legal, Yellow	2		
	PIECE	Glue Stick, Blister Type, All-Purpose, 21G	120		
	BOX	PVC COVER, A4, Clear	2		
	PIECE	PLASTIC RING BINDER, 1"	60		
	GALLON	ALCOHOL, Ethyl, 1 Gallon	16		
		NOTHING FOLLOWS			
		(PAGE 1 OF 1 PAGES)	TOTAL		58,994.55

Purpose: FOR OFFICIAL USE

	Requested by:	Approved by:
Signature:		
Printed Name:	KRISTINE CAROLINE O. HERNANDEZ	MARIA CRISELDA P. ABRIL
Designation:	PROPERTY OFFICER	HEAD OF CONSULAR OFFICE