Appendix 60

PURCHASE REQUEST

Entity Name: DEPARTMENT OF FOREIGN AFFAIRS			**Fund Cluster:** _____		
Office/Section : DFA-MIN		**PR No.: DFAMIN-2024-07-25**		**Date: 02 July 2024**	
		Responsibility Center Code : _____			
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
	Unit	Heavy duty document shredder: **Specifications:** • Manual shredding capacity - 20-25 sheets • Capacity - 100 liters • Type of shredding - Cross-cut/Micro-cut • Anti-jam and with auto power-sleep for energy saving & safety • 2 year service warranty	1		
		**********nothing follows**********			
				TOTAL (ABC)	**PHP72,013.70**

Purpose: **For official use of DFA Mindanao.**

	Requested by:	Approved by:
Signature :		
Printed Name :	**AMORT. BAYOG**	**ERIC R. AQUINO**
Designation :	Property Officer	Officer-in-Charge