Appendix 60

PURCHASE REQUEST

Entity Name: DEPARTMENT OF FOREIGN AFFAIRS			**Fund Cluster:** _____		
Office/Section : DFA-MIN		**PR No.: DFAMIN-2024-08-34**		**Date: 01 August 2024**	
		Responsibility Center Code : _____			
Stock/ Property No.	**Unit**	**Item Description**	**Quantity**	**Unit Cost**	**Total Cost**
	Unit	Heavy duty document shredder: Specifications: • Manual shredding capacity - 20-35 sheets • Waste Bin Capacity – 50-80 liters • Type of shredding - Cross-cut/Micro-cut • 1 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 :	**AMOR T. BAYOG**	**ERIC R. AQUINO**
Designation :	Property Officer	Officer-in-Charge