PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department: DFA CO TAGUM PR No.: 2024-07-003 Date: JUL 29 2024

Section: PROPERTY SECTION SAI No.: Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
SD-003	PIECE	DATER STAMP, Self-Inking	5		
FS-006	BOX	FASTENER, Metal, 50pcs per box	10		
FL-021	BOX	FOLDER, Pressboard, Legal Size, Blue/Red, 100pcs per box	3		
PP-001	REAM	PAPER, Multi-purpose, 70gsm min, A4, 500 sheets per ream	160		
PP-002	REAM	PAPER, Multi-purpose, 70gsm min, Legal, 500 sheets per ream	160		
OS-003	BOX	RUBBER BAND, Flat, No. 18	5		
PN-002	PIECE	SIGN PEN, Extra Fine Tip, 0.5MM, Black	120		
PN-002	PIECE	SIGN PEN, Extra Fine Tip, 0.5MM, Red	120		
PN-003	PIECE	SIGN PEN, Extra Fine Tip, 0.5MM, Blue	120		
				TOTAL	80,000.00

Purpose:

	Requested by:	Approved by:
Printed Name:	SACHE CAZXANDRA L. CUYOS-CAMINADE	ABDULHALIM I. LANGCO
Designation	Property Officer	Head of Office