The Department of Foreign Affairs
Republic of the Philippines

Consular Office-Cebu

PURCHASE REQUEST

Department: **Administrative** PR No.: **24-11-08** Date : **20-Nov-24**

Section: **Property** SAI No.: _____ Date: _____

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		ICT Supplies			
	bottle	Refill Ink Tank Printer, BT D60BK (black) for compatibility of existing fleet	20		
	piece	Refill Ink Tank Printer, BT 5000C (cyan) for compatibility of existing fleet	15		
	piece	Refill Ink Tank Printer, BT 5000Y (yellow) for compatibility of existing fleet	15		
	piece	Refill Ink Tank Printer, BT 5000M (magenta) for compatibility of existing fleet	15		
	piece	Ribbon Cartridge for Epson LX-310 (black)	20		
	piece	Mouse	37		
	piece	Keyboard	36		
	piece	Flash/USB Drive 32GB	10		
	piece	Extension Wire with 4 gang Universal outlet	10		
				Total	**85,500.00**

Purpose:

Official use

Signature	Requested by :	Approved by:
Printed Name:	**MARY ZEFRA R. VILLARDO**	**ANIKA A. FERNANDEZ**
Designation:	Property Officer	Head of Consular Offce