PURCHASE REQUEST

Department of Foreign Affairs

Agency

12-00924

Department Office of Asset Management and Support Services OAMSS **PR No.:** 03 DEC 2024 **Date:**

Section Engineering and Maintenance Division **SAI No.:** **Date:**

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
1	piece	Sign pen, black, liquid/gel ink, 0.5 mm needle tip	500		
2	piece	Sign pen, blue, liquid/gel ink, 0.5 mm needle tip	500		
3	piece	Sign pen, red, liquid/gel ink, 0.5 mm needle tip	50		
4	piece	Sign pen, black, liquid/gel ink, 1.0 mm needle tip	500		
5	piece	Sign pen, blue, liquid/gel ink, 1.0 mm needle tip	50		
6	piece	Sign pen, red, liquid/gel ink, 1.0 mm needle tip	50		
7	pack	Battery, dry cell, AAA (2s/pack)	70		
8	pack	Battery, dry cell, AA (2s/pack)	70		
9	ream	Paper, parchment	70		
10	piece	Ballpen, black	100		
11	piece	Ballpen, blue	100		
12	piece	Ballpen, red	50		
13	pack	Laminating Film, A4	50		
14	pack	Laminating Film, legal	10		
15	pack	Sticker paper	20		
16	roll	Double sided tape	30		
17	pack	Push pin	30		
18	piece	Glue stick (paste)	100		
19	ream	DFA Letterhead, A4	30		
20	ream	DFA Letterhead, legal	10		
21	pack	Screw post, 3" or 75mm	10		
		xxxxxxxxxxxxxxxxxxxxxxxx			
		xxxxxxxxxxxxxxxxxxxxxxxx			
		TOTAL COST			**Php 241,200.00**

Purpose:

Signature

Printed Name:

Designation:

Requested By:

for:

PATRICK JOHN U. HILADO

Assistant Secretary, OAMSS