

PURCHASE REQUEST

Entity Name: DEPARTMENT OF FOREIGN AFFAIRS Fund Cluster:

Office/Section : OTLA		2025.07.0602		Date: 16 JUL 2025	
		Responsibility Center Code :			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pc	Sign Pen, Extra fine tip, Black	24		
	pc	Sign Pen, Extra fine tip, Blue	24		
	pc	Sign Pen, Extra fine tip, Red	12		
	pack	Battery, Dry Cell, Size AA (2pc/pk)	15		
	pack	Battery, Dry Cell, Size AAA (2pc/pk)	15		
	bottle	Glue all purpose	12		
	box	Staple wire standard	5		
	pc	Ruler plastic 450mm	5		
	box	Fastener	5		
	pc	Stapler standard type	4		
	pc	Staple remover	4		
	ream	Paper multipurpose A4	400		
			TOTAL ABC		P 59,424.22
Purpose: For official use.					
Requested by: Approved by:					
Signature					
Printed Name		EMMANUEL M. VICENCIO		PAULO V. SAREI	
Designation		Property Officer		Officer-in-Charge	