



# PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department OFFICE OF LEGAL AFFAIRS

PR No.: 11-70012 Date: NOV 16 2012

Section \_\_\_\_\_

SAI No.: \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	Btls	Correction, Fluid	10		
	Box	Ballpoint pen, Black, 12's	6		
	Box	Ballpoint pen, Blue, 12's	6		
	Pcs	Document file folder, 2 hole 2", A4	10		
	Pcs	Document file folder, 2 hole 3", A4	10		
	Pcs	Document file folder, 3 hole 2", A4	10		
	Pcs	Document file folder, 3 hole 3", A4	10		
	Box	Envelope, brown w/ DFA return address, A4 500's	5		
	Pack	Envelope, Note Verbale, A4 100's/pack	1		
	Pcs	Folder, presentation transparent 1st cover, A4	50		
	Pcs	Glue, stick	25		
	Pcs	Sign pen, black 0.7	50		
	Pcs	Sign pen, black 1.0	50		
	Box	Staple wire, # 10	50		
	Rms	Paper copy w/ DFA letterhead, A4	10		
	Rms	Paper copy w/ DFA letterhead, Long	10		
	Box	Envelope, brown w/ DFA return address, Long, 500's	5		
	Pack	Index Card Plain, 5 x 8 100's/pack	10		
	Pcs	Folder, clear book, A4	100		
	Pcs	Folder, clear book, long	100		
	Pcs	Folder, presentation transparent 1st cover, long	100		
	Box	Staple wire, # 23/13	10		
	Pack	Post-it " SIGN HERE "	50		
	Box	Toner cart, Canon LBP-2900	20		
				Total Amount ( ABC )	P 169,155.00

Purpose:

for posting to PhilGEPS

Signature

Printed Name:

Designation:

Requested By:

  
**ELIZABETH M. TRIAS**  
Acting Administrative Officer, OLA

Approved by:

  
**MELITA S. STA MARIA-THOMECZEK**  
Assistant Secretary-OPAS