

# PURCHASE REQUEST

Department of Foreign Affairs

Agency

Department OUMWA

PR No.: 01613 Date: JAN 16 2013

Section ATN

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

| <b>Stock No.</b> | <b>Unit</b> | <b>ITEM / DESCRIPTION</b>                           | <b>Quantity</b> | <b>Unit Cost</b>              | <b>Total Cost</b> |
|------------------|-------------|---|-----------------|-------------------------------|-------------------|
|                  | Pcs         | Ball point pen, blue                                | 200             |                               |                   |
|                  | Pcs         | Ball point pen, black                               | 200             |                               |                   |
|                  | Rms         | Paper, w/ DFA letterhead, A4                        | 50              |                               |                   |
|                  | Rms         | Paper, w/ DFA letterhead, Legal                     | 50              |                               |                   |
|                  | Rms         | Paper, multi color, green,blue,pink,& yellow, Legal | 30              |                               |                   |
|                  | Box         | Envelope, mailing w/ DFA return add. 10.5cm x 24cm  | 5               |                               |                   |
|                  | Pad         | Memo pads, 4" x 5-1/2" w/ DFA letterhead            | 50              |                               |                   |
|                  | Pad         | Memo pads, 5-1/2" X 8-1/2" w/ DFA letterhead        | 50              |                               |                   |
|                  | Btls        | Correction fluid, water based, 15ml                 | 30              |                               |                   |
|                  |             | <b>xxxxxxxxx NOTHING FOLLOWS xxxxxxxxxx</b>         |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 |                               |                   |
|                  |             |   |                 | <b>Total Amount ( ABC ) P</b> | <b>205,650.00</b> |

**Purpose:**

for posting to PhilGEPS

Signature

Printed Name:

Designation:

Requested By:

**JESUS I. YABES**

Undersecretary

Approved by:

**MELITA S. STA MARIA-THOMECZEK**

Assistant Secretary-OPAS