



PURCHASE REQUEST

Entity Name: DSWD

Fund Cluster: _____

Office/Section: <u>PSD-ARRU</u>	PR No.: <u>2020-12-2420</u>	Date: <u>Dec. 11, 2020</u>
Responsibility Center Code: _____		

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	Printer All-in-one	3	14,999.00	44,997.00
	unit	Portable Sheet-Fed Document Scanner	1	14,000.00	14,000.00
	unit	Paper Shredder	1	3,000.00	3,000.00
	pc	External Hard Drive (1 Terabyte)	3	8,000.00	24,000.00
	pc	Clicker Pointer	2	1,000.00	2,000.00
	pcs	Ink (Black T6641)	30	350.00	10,500.00
	pcs	Ink (Magenta T6643)	30	350.00	10,500.00
	pcs	Ink (Cyan T6642)	30	350.00	10,500.00
	pcs	Ink (Yellow T6644)	30	350.00	10,500.00
		*****Nothing Follows*****			
INCLUDED IN DSWD WFP/NEP BY: <i>[Signature]</i>					
				Total	129,997.00

Purpose: For the use ARRU staff.

Requested by:	Approved by:
Signature: <u><i>Haydee C. Canilla</i></u>	<u><i>Ma. Evelyn B. Macapobre</i></u> 12/11/2020
Printed Name: <u>HAYDEE C. CANILLA</u>	MA. EVELYN B. MACAPOBRE, CESO III
Designation: <u>SWO IV/OIG-PSD Chief</u>	Regional Director