*<Date>*

Atty. Rachel A. Locsin

*Director*

UPD Supply and Property Management Office

University of the Philippines Diliman, Quezon City

Dear Atty. Locsin:

This is to respectfully signify our intent to officially procure from the virtual store of the PS- DBM, the following items:

***Sample of request:***

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **PRICE** | **QUANTITY** | **TOTAL** |
| ***Mid-range Laptop*** | ***₱ 42,380.00*** | ***5*** | ***₱ 211,900.00*** |
| ***Multicopy paper, 80gsm*** | ***₱ 165.65*** | ***2500*** | ***₱ 414,125.00*** |
| ***Ink Cartridge, EPSON C13T664200 (T6642), Cyan*** | ***₱249.60*** | ***15*** | ***₱ 3744.00*** |
| ***Ink Cartridge, HP CH561WA, (HP61), Black*** | ***₱ 756.08*** | ***8*** | ***₱ 6,048.64*** |
| *Document Camera, 8MP* | ***₱ 23,623.60*** | ***3*** | ***₱ 70,870.80*** |

**TOTAL: ₱ 706,688.44**

We intend to purchase the said items for *<state intention/purpose>*

The university has given our unit funds to procure equipment charged from the *<state funding source>.*

Attached are pertinent documents relative to the approval of such funding:

<*State the attached documents*>

We do hope for your approval of our request. Thank you very much.

Sincerely yours,

*<Name & Signature>*

*< Head of unit/project>*