



GENSAN MEDICAL CENTER

Purok Veterans, Brgy Calumpang, National Highway,
General Santos City

Print Time: 9:49:14AM
Print Date: 11/19/2025

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PURCHASE REQUISITION FORM

Department : **MMO SUPPLY**

DATE : **11/19/2025**

PR # : **23 0002881**

| ITEM CODE | DESCRIPTION | LAST DELIVERED | | NEW REQUEST ORDER | | | TOTAL | B.O.H | REMARKS |
|---------------|---|----------------|-----|-------------------|-------|------------|-----------------|-------|---------------------|
| | | DATE | QTY | QTY | UNIT | UNIT PRICE | | | |
| 1582 | STAPLER WITH REMOVER 35 | 10/10/2025 | 5 | 5 | PIECE | 130.00 | 650.00 | 1 | 4 FOR MMO |
| 5274 | VELLUM BOARD, A4, 180 GSM | 10/15/2025 | 30 | 15 | PACK | 30.00 | 450.00 | 0 | 10 PACKS FOR MMO |
| 5665 | DOCUMENTS ENVELOPE, WHITE, LONG PHOTO/IMAGE C/O MKTG. | | | 5 | PACK | 0.00 | 0.00 | 0 | |
| Grand Total : | | | | | | | 1,100.00 | | |

PURPOSE: FOR MARKETING.

Prepared by:

BEVYLYNN . LEYBLE

DEPARTMENT HEAD

Approved by:

HOPSS/Administrator