



1000 Veterans, Bigy Caranipang, National Highway,  
General Santos City

# PURCHASE REQUISITION FORM

Department : **MMO SUPPLY**

DATE : **10/15/2025**

PR # : **23 0002677**

| ITEM<br>CODE  | DESCRIPTION                                    | LAST DELIVERED |      | NEW REQUEST ORDER |        |            | TOTAL            | B.O.H | REMARKS |
|---------------|--|----------------|------|-------------------|--------|------------|------------------|-------|---------|
|               |  | DATE           | QTY  | QTY               | UNIT   | UNIT PRICE |                  |       |         |
| 193           | COTTON APPLICATOR<br>STICKS                    | 04/02/2025     | 1000 | 500               | PIECE  | 2.60       | 1,300.00         | 0     |         |
| 43            | KIT, ALCOHOL 70%250ML<br>BOTILE                | 10/14/2025     | 100  | 100               | BOTTLE | 45.00      | 4,500.00         | 90    |         |
| 1396          | BALLPEN W/<br>HOLDER-BLACK                     | 09/23/2025     | 10   | 10                | PIECE  | 33.90      | 339.00           | 2     |         |
| 1456          | CUTTER CUTTER                                  | 04/23/2025     | 10   | 5                 | PIECE  | 73.00      | 365.00           | 0     |         |
| 4613          | ECG THERMAL PAPER 80mm<br>x 20m                | 06/27/2025     | 100  | 100               | ROLL   | 160.00     | 16,000.00        | 10    |         |
| 1571          | SCISSORS SCISSORS                              | 09/09/2025     | 5    | 5                 | PIECE  | 42.00      | 210.00           | 1     |         |
| 1523          | PAPER CLIP-BIG PAPER<br>CLIP-BIG (PER.BOX)     | 08/29/2024     | 10   | 5                 | BOX    | 25.00      | 125.00           | 0     |         |
| 1524          | PAPER CLIP-SMALL PAPER<br>CLIP-SMALL (PER.BOX) | 08/29/2024     | 10   | 5                 | BOX    | 12.50      | 62.50            | 0     |         |
| 1529          | PENCIL   | 04/23/2025     | 24   | 12                | PIECE  | 8.95       | 107.40           | 0     |         |
| 1553          | PUNCHER PUNCHER (BIG)                          | 08/14/2024     | 1    | 1                 | PIECE  | 388.00     | 388.00           | 0     |         |
| Grand Total : |  |                |      |                   |        |            | <b>23,396.90</b> |       |         |

PURPOSE: FOR MMO STOCKS REPLENISHMENT.

Prepared by:

BEVYLYNN J. LEYBLE

Approved by:

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