



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

PURCHASE REQUISITION FORM

Department : **MMO SUPPLY**

DATE : **11/26/2025**

PR # : **23 0002923**

ITEM CODE	DESCRIPTION	LAST DELIVERED		NEW REQUEST ORDER			TOTAL	B.O.H	REMARKS
		DATE	QTY	QTY	UNIT	UNIT PRICE			
1543	PRINTER INK (EPSON #003)-BLACK	8/15/2025	10	15	BOTTLE	297.00	4,455.00	0	
1547	PRINTER INK (EPSON #664)-BLACK	07/31/2025	20	20	PIECE	297.00	5,940.00	2	
1549	PRINTER INK (EPSON #664)-MAGENTA	06/17/2025	10	10	PIECE	305.00	3,050.00	7	
1546	PRINTER INK (EPSON #003)-YELLOW	08/15/2025	10	10	PIECE	305.00	3,050.00	6	
1571	SCISSORS SCISSORS	11/13/2025	5	5	PIECE	42.00	210.00	1	
1572	SCOTCH TAPE 1 SCOTCH TAPE 1	10/23/2025	20	30	ROLL	21.20	636.00	2	
1582	STAPLER WITH REMOVER 35	10/10/2025	5	5	PIECE	130.00	650.00	0	
1597	WHITE WOVE PAPER-LONG	06/16/2025	20	30	REAM	207.60	6,228.00	17	
1598	WHITE WOVE PAPER-SHORT	10/23/2025	30	30	REAM	175.65	5,269.50	17	
Grand Total :							29,488.50		

PURPOSE: FOR MMO STOCKS REPLENISHMENT.

Prepared by:

BEVYLYNN L. LEYBLE

DEPARTMENT HEAD

Approved by:

HOPSS/Administrator