



## 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 :  |     |                   |       |            | <u>1,100.00</u> |       |                  |

PURPOSE: FOR MARKETING.

Prepared by:

Approved by:

BEVYLYNN . LEYBLE

DEPARTMENT HEAD

HOPSS/Administrator