



## GENSAN MEDICAL CENTER

Purok Veterans, Brgy Calumpang, National Highway, General Santos City, 9500

Contact No: (083) 887-9898

E-mail Address: contactus@gensanmed.com

VAT Reg. TIN: 000-072-888-460-VAT

Print Date: 09/04/2025  
Print Time: 4:04:59pm

Page 1 of 1

### PURCHASE ORDER

Supplier: STARBRIGHT OFFICE DEPOT, INC

Address: GENSAN CITY

TIN:

Payment Terms: MONTHLY

P.O. No. New **3345**

Date : 09/04/2025

P.R. No. 23 0002455

Item No.	QTY	UoM	Description	Last Delivered	Unit Cost	Gross	Discount	Net
1416	20	REAM	BOND PAPER-A4 A4	5/30/25	163.00	3,260.00	0.00	3,260.00
1420	3000	PIECE	BROWN ENVELOPE BROWN ENVELOPE (SHORT)	8/19/25	1.55	4,650.00	0.00	4,650.00
1456	5	PIECE	CUTTER CUTTER	4/23/25	73.00	365.00	0.00	365.00

Total Net Cost 8,275.00

Less discount 0.00

Grand Total **8,275.00**

Words : Eight Thousand Two Hundred Seventy-five Pesos Only

Remarks: FOR MMO STOCKS REPLENISHMENT.

#### NOTE :

Suppliers are hereby required to validate the P.O. prices stated upon the receipt of this P.O., should there be any changes, an advice should be given to the Purchasing Officer atleast 1 (one) day before the Delivery Date.  
For any price changes, otherwise we will follow the prices favorable to Gensan Medical Center

Prepared By:

  
**Bryan J. Balbuena**

Purchasing Officer

Noted By:

MMO Department Head

Approved By:

Administrator/CEO

" THIS DOCUMENT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF PERMIT TO USE"

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX"