



GENSAN MEDICAL CENTER
Purok Veterans, Brgy Calumpang, National Highway,
General Santos City

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PURCHASE REQUISITION FORM

Department : **MMO SUPPLY**

DATE : **06/10/2025**

PR # : **23 0002112**

ITEM CODE	DESCRIPTION	LAST DELIVERED		NEW REQUEST ORDER			TOTAL	B.O.H	REMARKS
		DATE	QTY	QTY	UNIT	UNIT PRICE			
1420	BROWN ENVELOPE BROWN ENVELOPE (SHORT)	04/05/2024	1000	1000	PIECE	1.75	1,750.00	0	
694	LATEX EXAM GLOVES - MEDIUM	04/22/2025	5000	3000	PIECE	2.70	8,100.00	400	
1501	LETTER ENVELOPE WHITE (LONG)	01/27/2025	1000	1000	PIECE	0.75	750.00	100	
1269	TISSUE ROLL TISSUE ROLL (SMALL)	05/21/2025	120	120	ROLL	9.26	1,111.00	72	
1682	INTERFOLDED PAPER TOWEL PER PACK	05/21/2025	69	120	PACK	48.75	5,850.00	65	
Grand Total :							17,561.00		

PURPOSE: FOR MMO STOCK REPLENISHMENT.

Prepared by:

BEVYLYNN . LEYBLE

DEPARTMENT HEAD

Approved by:

HOPSS/Administrator