



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 J. LEYBLE

DEPARTMENT HEAD

Approved by:

11/27/2025

MAE QUIAMCO - BATAN, RSW

HOPSS/Administrator