

PURCHASE REQUISITION FORM

Department : MMO SUPPLY

DATE : 06/24/2025

PR # : 23 0002179

ITEM CODE	DESCRIPTION	LAST DELIVERED		NEW REQUEST ORDER			TOTAL	B.O.H	REMARKS
		DATE	QTY	QTY	UNIT	UNIT PRICE			
1391	ACCOUNT ENVELOPE ENVELOPE	04/23/2025	1000	1000	PIECE	2.84	2,835.30	0	
1610	AIR FRESHENER AIR FRESHENER-PER GALLON	04/25/2025	8	20	GALLON	690.00	13,800.00	0	
1396	BALLPEN W/ HOLDER-BLACK	01/27/2025	10	10	PIECE	39.75	397.50	0	
1397	BALLPEN BLACK	05/19/2025	100	100	PIECE	4.75	475.00	0	
1418	BOND PAPER SHORT	05/19/2025	50	50	REAM	157.00	7,850.00	0	
1455	CORRECTION TAPE CORRECTION TAPE	02/19/2025	50	30	PIECE	23.10	693.00	0	
1490	HIGHLIGHTER PEN HIGHLIGHTER PEN	07/24/2024	20	20	PIECE	21.00	420.00	0	
1526	PAPER FASTENERS PAPER FASTENERS (PER BOX)	01/27/2025	10	10	BOX	36.00	360.00	0	
1558	RECORD BOOK 160 PAGES	03/11/2025	10	20	PIECE	48.00	960.00	0	
1561	RECORD BOOK 500 PAGES	04/23/2025	10	10	PIECE	108.60	1,086.00	0	
1564	RUBBER BAND RUBBER BAND (PER BOX)	05/19/2025	10	10	BOX	158.20	1,582.00	0	
1574	SHARPENER SHARPENER			5	PIECE	3.00	15.00	0	
Grand Total :							30,473.80		

PURPOSE: FOLLOW-UP. WITH PR # 2021 DATED 5/23/2025.

Prepared by:



Approved by:

BEVYLYNN LEYBLE

DEPARTMENT CHIEF

MMO SUPPLY