

PURCHASE REQUISITION SLIP

DEPARTMENT: HUMAN RESOURCE OFFICE (HR)

PR NO.: F-00404

DATE: 08/28/2025

Item ID	Item Description	Unit	Qty	Estimated Unit Cost	Estimated Total Cost
1256	BUTANE STOVE	SET	1	699.00	699.00
1251	CASEROLE	PIECE/	1	0.00	0.00
138	CHOPPING BOARD	PIECE/	1	225.00	225.00
200	DIPPER	PIECE/	1	28.02	28.02
1254	DRINKING GLASS	PIECE/	15	0.00	0.00
238	EVERLAST ALUMINUM FRYING PAN	PIECE/	1	365.00	365.00
622	FORKS	PIECE/	15	0.00	0.00
362	KITCHEN KNIFE	PIECE/	1	235.00	235.00
1253	MUGS	PIECE/	15	0.00	0.00
472	PAIL	PIECE/	1	135.00	135.00
505	PLATES	PIECE/	15	0.00	0.00
1000	ScspFA_ReportRIVForm.Item (String)	PIECE/	15	0.00	0.00
621	SPOONS	PIECE/	15	0.00	0.00

*** nothing follows ***

Total: 1,687.02

Purpose of Request: *WELCOME KIT FOR INCOMING NURSES.*

Requested By:

LYNDON C. CALUNOD

Checked by:

LEYBLE BEVYLYNN CALANAO

Property Custodian

Approved By:

HOPSS/Administrator

Note: This should be filed in quadruplicate. Original - Accounting, Duplicate - Purchasing, Triplicate - Gen. Storeroom/Property Custodian, Quadruplicate - Requisitioner