



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

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Print Date: 7/18/2025
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PURCHASE REQUISITION FORM

Department : **MMO SUPPLY**

DATE : **07/18/2025**

PR # : **23 0002300**

ITEM CODE	DESCRIPTION	LAST DELIVERED		NEW REQUEST ORDER			TOTAL	B.O.H	REMARKS
		DATE	QTY	QTY	UNIT	UNIT PRICE			
1531	PERMANENT MARKER INK PERMANENT MARKER INK-BLACK	04/23/2025	12	10	PIECE	87.50	875.00	0	
1418	BOND PAPER SHORT	07/15/2025	30	50	REAM	157.00	7,850.00	15	
1407	BATTERY-C C	04/23/2025	10	10	PIECE	142.00	1,420.00	0	
1530	PERMANENT MARKER, PILOT, BLACK	07/04/2025	12	12	PIECE	16.25	195.00	0	
1502	LETTER ENVELOPE-WHITE WHITE (SHORT)	10/03/2024	500	500	PIECE	1.50	750.00	50	
1501	LETTER ENVELOPE WHITE (LONG)	01/27/2025	1000	1000	PIECE	0.75	750.00	0	
Grand Total :							11,840.00		

PURPOSE: FOR MMO STOCK REPLENISHMENT.

Prepared by:

BEVYLYNN L. LEYBLE

DEPARTMENT HEAD

Approved by:

HOPSS/Administrator