



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

Print Time: 9:13:04AM  
Print Date: 8/4/2025  
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# PURCHASE REQUISITION FORM

Department : **MMO SUPPLY**

DATE : **08/04/2025**

PR # : **23 0002353**

ITEM CODE	DESCRIPTION	LAST DELIVERED		NEW REQUEST ORDER			TOTAL	B.O.H	REMARKS
		DATE	QTY	QTY	UNIT	UNIT PRICE			
1399	BALLPEN RED	02/19/2025	50	50	PIECE	4.75	237.50	14	
1418	BOND PAPER SHORT	07/28/2025	50	50	REAM	157.00	7,850.00	38	
1416	BOND PAPER-A4 A4	05/30/2025	20	20	REAM	163.00	3,260.00	8	
1423	CALCULATOR (CASIO)	07/22/2025	2	5	PIECE	663.75	3,318.75	0	
1443	CALCULATOR (CASIO)								
1443	COLOR PAPER PINK	05/30/2025	6	10	REAM	172.50	1,725.00	2	
1766	(SHORT)								
1766	TRASH BAG TRASH BAG	03/19/2025	20	2000	ROLL	126.00	252,000.00	0	
1766	(XXL-BLACK) PER ROLL								
Grand Total :							<b>268,391.25</b>		

PURPOSE: FOR MMO STOCK REPLENISHMENT.

Prepared by:

BEVYLYNN J. LEYBLE

DEPARTMENT HEAD

Approved by:

HOPSS/Administrator