



Purok Veterans, Brgy Carumpang, 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	Text Object	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 :			<u>29,488.50</u>		

PURPOSE: FOR MMO STOCKS REPLENISHMENT.

Prepared by:

BEVYLYNN . LEYBLE

DEPARTMENT HEAD

Approved by:

11/27/2025

MAE QUIAMCO - BATAN, RSW

HOPSS/Administrator