



GENSAN MEDICAL CENTER

Purok Veterans, Brgy Calumpang, National Highway,
General Santos City

Print Time: 9:16:16AM
Print Date: 8/4/2025
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PURCHASE REQUISITION FORM

Department: **MMO SUPPLY**

DATE: **08/04/2025**

PR #: **23 0002348**

ITEM CODE	DESCRIPTION	LAST DELIVERED		NEW REQUEST ORDER			TOTAL	B.O.H	REMARKS
		DATE	QTY	QTY	UNIT	UNIT PRICE			
1391	ACCOUNT ENVELOPE ENVELOPE	08/01/2025	1000	1000	PIECE	2.84	2,835.30	0	
1418	BOND PAPER SHORT	07/28/2025	50	50	REAM	157.00	7,850.00	38	
1423	CALCULATOR (CASIO) CALCULATOR (CASIO)	07/22/2025	2	5	PIECE	663.75	3,318.75	0	
1582	STAPLER STAPLER	07/22/2025	5	5	PIECE	130.00	650.00	0	
1763	TRASH BAG TRASH BAG (MEDIUM-WHITE) PER ROLL	06/16/2025	40	60	ROLL	23.00	1,380.00	6	
Grand Total:							16,034.05		

PURPOSE: FOR MMO STOCK REPLENISHMENT.

Prepared by:

BEVYLYNN J. LEYBLE

DEPARTMENT HEAD

Approved by:

HOPSS/Administrator