



GENSAN MEDICAL CENTER

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

Print Time: 9:49:14AM
Print Date: 11/19/2025

Page 1 of 1

PURCHASE REQUISITION FORM

Department : MMO SUPPLY

DATE : 11/19/2025

PR # : 23 0002881

ITEM CODE	DESCRIPTION	LAST DELIVERED		NEW REQUEST ORDER			TOTAL	B.O.H	REMARKS
		DATE	QTY	QTY	UNIT	UNIT PRICE			
1582	STAPLER WITH REMOVER 35	10/10/2025	5	5	PIECE	130.00	650.00	1	4 FOR MMO
5274	VELLUM BOARD, A4, 180 GSM	10/15/2025	30	15	PACK	30.00	450.00	0	10 PACKS FOR MMO
5665	DOCUMENTS ENVELOPE, WHITE, LONG PHOTO/IMAGE C/O MKTG.			5	PACK	0.00	0.00	0	
Grand Total :							<u>1,100.00</u>		

PURPOSE: FOR MARKETING.

Prepared by:

BEVYLYNN LEYBLE
DEPARTMENT HEAD

Approved by:

11/26/2025

MAE QUIAMCO - BATAN, RSW
HOPSS/Administrator