



GENSAN MEDICAL CENTER
Purok Veterans, Brgy Calumpang, National Highway, General Santos City, 9500

PURCHASE REQUISITION SLIP

DEPARTMENT: FINANCE DEPARTMENT PR NO.: F-00503
DATE: 11/28/2025

Item ID	Item Description	Unit	Qty	Estimated Unit Cost	Estimated Total Cost
971	ENGINE OIL	Liter/s	1	330.00	330.00
1373	GEAR OIL, HONDA, 120ML	PIECE/	1	100.00	100.00
861	LABOR	PIECE/	1	300.00	300.00
1371	TIRE 100/80-14	PIECE/	1	1,700.00	1,700.00
1372	TIRE 90/80-14	PIECE/	1	1,450.00	1,450.00

*** nothing follows ***

Total: 3,880.00

Purpose of Request: FOR MC SERVICE UNIT OF ME JAY TAAL, PLATE # LG01EH, HONDA CLICK 125I

Requested By:

RUBY AMOR H. DOLIGOSA

DEPT.HEAD

Checked by: 

LEYBLE BEVYLYNN CALANAO

Property Custodian

Approved By:

HOPSS/Administrator

Note: This should be filed in quadruplicate. Original - Accounting, Duplicate - Purchasing, Triplicate - Gen. Storeroom/Property Custodian, Quadruplicate - Requisitioner