

Form Title: Supplies Purchase Requisition

Subject: Procurement of Office Supplies

From (Department): Financial Department

Requested By: Maria Santos

Request Date: October 15, 2025

Item	Unit	Price per Unit	Total Price
Printer Ink	5	₱ 1,200	₱ 6,000
Notebooks	20	₱150	₱3,000
Total			₱ 9,000