

PURCHASE ORDER

Supplier **ORCHIDS BOOKSTORE**
Address City of San Fernando, Pampanga
Tel. No.:

P.O. No.: **11-165**
Date: December 29, 2011
Term of Payment: 15 days
Mode of Procurement: Local Shopping

Supplier Registered with: _____
Please deliver to this Office within **15 days** from receipts hereof the following:





NO.	QTY.	UNIT	ITEM/DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	4	unit	Laminating Machine ***NOTHING FOLLOWS***	3,900.00	15,600.00
			RIV # 11-613-R3		15,600.00

Conditions:

- The Agency shall impose penalty in an amount equivalent to 1/10 of 1 percent of the value of undelivered order for each day of the delay as liquidated damages.
- Render your bills in triplicate copies including the original.
- If the date of receipts of this P.O. by the dealer is not indicated, it shall be deemed received on the 10th working day from the date of the approval.
- For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.
- Delivery shall be made only on MONDAYS to THURSDAYS not later than 3 PM except for emergency cases wherein prior notification in such cases shall be given by this office.

Very truly yours,


GRACE M. MAMAWAL
Chief, Management Services Division

Certified Budget Available:	Funds Available in the amount of: P 15,600.00	APPROVED
 LEONIDAS A. LUMBA Fiscal Controller III Within the COB: _____ Expense Code _____ Budget: _____ Remarks: _____	 ANGELITA S. REYES Fiscal Controller IV	 RODOLFO M. BALOG Vice-President for PhRO III
CONFORME: Received copy of P.O. on <u>Jan. 27, 2012</u>  BLANCA S. SANABAM Signature over Printed Name of Supplier / Representative		