



PURCHASE ORDER

Supplier **PHILCOPY CORPORATION**
Address Unit 16 K. Pointe Commercial Center Sabang, Lipa City
Tel./Fax No. 756-5687 / 9814499
Supplier Registered with:

PO No.
Date
Terms of Payment
Mode of Procurement

12-05-05
May 15, 2012
on account
LOCAL SHOPPING

Please deliver to this office within **10 days** from receipt hereof the following:

NO	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	20	pcs	KYOCERA TK364 INK CARTRIDGE for KYOCERA FS4020DN PRINTER	8,400.00	168,000.00
			nothing follows	TOTAL	168,000.00
			Less: WWAT 5%	8,400.00	
			EVAT 1%	1,680.00	10,080.00
			reference: RIV # 2012-04-20 dated April 19, 2012		
TOTAL					157,920.00

Conditions:

1. The agency shall impose penalty in an amount equivalent to 1/10 percent of the total value of undelivered order for each day of the delay as liquidated damages.
2. Render your bills in triplicate copies including the original.
3. If the date of receipt of the P.O. by the dealer is not indicated, it shall be deemed on the 10th working day from the date of the approval of the P.O.
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of equipment purchased, and tax receipts, should be submitted by the supplier.

Very truly yours,

Funds Available in the amount of **P 168,000.00**

CATALINA R. AMATUS
Fiscal Controller IV

ARACELI J. LAINEZ
Division Chief IV - MSD

APPROVED:

PAOLO JOHANN C. PEREZ
Regional Vice-President

Date Approved: **May 21, 2012**

Received copy of P.O. on **5/22/2012**
By **REILAND ALVAREZ**

CONFORME:

REILAND ALVAREZ
Printed Name and Signature
of Supplier/Representative