

## PURCHASE ORDER

Supplier **Divine Bookstore and Gen. Mdse.**Address **#35 Capitol Road Brgy. 9, Mamburao Occidental Mindoro**Tel./Fax No. **0908-422-7075**

Supplier Registered with:

PO No.

Date

Terms of Payment

Mode of Procurement

**12-08-07****August 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	3	btls	Alcohol, Rubbing 70%	85.00	255.00
2	12	pcs	Ballpointpen black	26.00	312.00
3	50	pcs	Folder, Long	6.49	324.50
4	30	pcs	Folder, Expandable Long	24.98	749.40
5	8	bxs	Clip paper, vinyl type jumbo	18.74	149.92
6	8	bxs	Clip paper, vinyl type small	13.48	107.84
7	10	rms	Paper bond A4 sub-20	209.10	2,091.00
8	20	pcs	Envelope brown short	3.74	74.80
9	50	pcs	Envelope brown long	4.74	237.00
10	1	bx	Envelope mailing 500/box	449.74	449.74
11	1	bx	Envelope mailing with window 500/box	494.98	494.98
12	20	pcs	Envelope expandable long	24.93	498.60
13	5	rolls	Tape, transparent 2"	54.92	274.60
14	5	rolls	Tape, packaging 2"	64.99	324.95
15	5	pcs	Correction fluid, waterbased	39.24	196.20
16	2	pcs	Marker, permanent black	38.42	76.84
17	2	pcs	Marker, permanent blue	38.42	76.84
18	3	btls	Glue	74.74	224.22
**nothing follows**				<b>TOTAL</b>	<b>6,918.43</b>
for Occidental Mindoro Service Office					
Less: WWAT 5%				345.92	
EVAT 1%				69.18	
					<b>415.11</b>
*per RIV # OCMSO 12-05-003 dated May 4, 2012					
<b>TOTAL</b>					<b>6,503.32</b>

## 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.

Funds available in the amount of **P 6,918.43****CATALINA R. AMATUS**

Fiscal Controller IV

Very truly yours,

**ARACELI J. LAINEZ**

Division Chief IV - MSD

APPROVED:

**PAOLO JOHANN C. PEREZ**

Regional Vice-President

Date Approved: **AUGUST 23, 2012**

Received copy of P.O. on

By

CONFORME:

**August 31, 2012****AURORA T-DE CARA**

Printed Name/Signature of Supplier/Representative