

## PURCHASE ORDER

P.O.No.	<b>1302P-025</b>
Date :	<b>February 8, 2013</b>
Terms of payment :	<b>20-30 DAYS</b>
Mode of Procurement :	<b>Local shopping</b>

Please deliver to this office within 15 working days from receipt hereof the following:

NO.	QTY.	Unit	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMT.
	2	pcs	Trodat Stamp Self-ink (RECEIVED)	850.00	1,700.00
	1	pc	Trodat Stamp Self-ink (CANCELLED)	850.00	850.00
	1	pc	Trodat Stamp Self Ink (PAID)	800.00	800.00
	3	pcs	Rubberstamp ( PAID)	150.00	300.00
			xxxxxxxxnothing followsxxxxxxxxxx	total	3,650.00
					XXXXXXXXXXXXXXX

A rectangular stamp containing the text "WITHIN THE YEAR" followed by a handwritten date "2013". Below this text is a large, circular, stylized signature or scribble.

- 1.The agency shall impose penalty in an amount equivalent to 1/10 of 1 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 the receipt of the P.O. by the dealer is not indicated,it shall be deemed received 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 the equipment purchased,and tax receipts, should be submitted by the supplier.

Very truly yours,

**MARIA RHODELLA S. PARE**  
Chief Management Services  
Division

DATU MASIDING M. ALONTO, JR.  
RVP PRO-10      2

Ground Floor, Xavier University  
Library, Corrales Avenue Street