

PURCHASE ORDER

P.O.No.	1303P-076
Date :	March 8, 2013
Terms of payment :	20-30 DAYS
Mode of Procurement :	Local shopping

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

NO.	QTY.	Unit	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMT.
	30	pax	AM Snacks	100.00	3,000.00
	30	pax	Lunch	250.00	7,500.00
	30	pax	PM Snacks	100.00	3,000.00
			for the conduct of Officers Meeting (staff productivity) on March 08,2013	total	13,500.00
			xxxxxxxxnothing followsxxxxxxxxxx		XXXXXXXXXXXX

WITHIN THE COB 2013

AHMAD AGUILA A. TAMANO
FINANCIAL PLANNING B

- 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.

MARIA RHODELLA S. PARE
Chief Management Services
Division

RVP PRO-10

Received copy of P.O. on _____