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# PURCHASE ORDER

PR NO.		Item No.	Qty	Unit	Item Description	Unit Cost	Total Cost
1605-06-04		1	6	cartridges	Toner, FX9 For replenishment of office supplies <b>Posted on GEPS: May 4, 2016</b> ***** nothing follows *****  <div style="text-align: right;">             less: tax 5%    1,137.59                       1/2    227.52  <hr/> </div>	4,247.00	<div style="text-align: right;">             25,482.00               1,365.11  <hr/> <b>#24,116.89</b> </div>

Conditions:

- 1 The agency shall impose penalty in an amount equivalent to 1/10 of 1% 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 is deemed received on the 10th working day of the approval of the P.O.  
4 For imported items, IMPORTANT DOCUMENTS SPECIFICALLY showing the condition(s) and serial numbers of the equipment must be presented upon delivery.

<p>Very truly yours,</p> <p> <u>2</u></p> <p><b>GARY S. VELAYO</b> Administrative Officer IV</p>	<p>PRO-XI Budget FY 2016</p> <p>BRO No. _____</p> <p>Charge to: <u>MOOE</u></p> <p>Exp. Code <u>774-10</u>      Amount <u>₱ 25,482.00</u></p>	<p>Recommending Approval:</p> <p></p> <p><b>ARNEIL B. SUBIBI</b> Division Chief IV, MSD</p>	<p>Approved by:</p> <p></p> <p><b>DENNIS B. ADRE</b> Regional Vice President</p>
<p>Received copy of P.O. on <u>May 24, 2016</u></p> <p>Received by: <u>AISSA B. DOMIDO</u></p>		<p>Conformed:</p> <p>_____ Supplier/Representative</p> <p>_____ Date</p>	