

PURCHASE ORDER

Please deliver to this office within 30 days from receipt hereof the following:

Conditions:

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 receipt of the P.O. by the dealer is not indicated, it shall be deemed received on the 10th day from the date of the approval of the P.O.
4. For the imported items, **IMPORTATION DOCUMENTS** specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.

Funds Available in the amount of:

Very truly yours,

Atty. Gerardo S. Ortiz
Division Chief IV - MSD

Joseette E. Bacalso
Fiscal Controller IV

PR No. 16-01079, Dated : January 26, 2016
Requested by: Nellie Marie C. Banzon , AO IV

Prepared by:

Jocelyn E. Divinagracia
SIO III

Approved:

WILLIAM O. CHAVEZ
Regional Vice President

Received copy of P.O. on:

By: _____

CONFORME:

Printed Name & Signature
of Supplier/Representative