

# PURCHASE ORDER

Supplier : CT PRINT STOP  
Address : ILIGAN CITY  
Tel./Fax : \_\_\_\_\_  
RIV No. : PR #188-16  
Date : Wednesday, April 06, 2016

Purchase Order No. : 16-241  
Date : 11/15/2016  
Terms of Payment :  
Mode of Procurement : Local Shopping

Please deliver to this Office within seven(7) working days from receipt hereof the following:

[illegible]**Conditions:**

- . The Agency shall impose penalty in an amount equivalent to 1/10 of one (1) percent of the total value of undelivered order for each day of the delay as liquidated damages;
- . Render your bills in triplicate copies including the original;
- . If the date of the receipt of the Purchase Order by the supplier is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the Purchase Order; and
- . For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.

unds available in the amount of: P 2,100.00

Very truly yours,

**SORAYAH M. SHARIEF-TABAO**

**FISCAL CONTROLLER IV**  
Head, Fund Management Section

**ALLANODEN A. MACARIMBANG**  
Chief, Management Services Division

**Atty. KHALIQUZZAMAN M. MACABATO, CPA, CSEE**  
Regional Vice-President

Received this P.O. Copy on: \_\_\_\_\_  
by: \_\_\_\_\_

**Conform:**

**Name & Signature of Supplier/Representative**