

PURCHASE ORDER

Supplier : MY ENTERPRISES
 Address : COTABATO CITY
 Tel./Fax : (084) 421-3180
 RIV No. : PR-009-2016
 Date : 1/4/2016

Purchase Order No. : PUHO-PO-013
 Date : 3/7/16
 Terms of Payment :
 Mode of Procurement : Local Shopping

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

16-06-0520

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
37	PC	BALLPOINT PEN, FINE POINT, BLACK	25.00	925.00
13	PC	BALLPOINT PEN, FINE POINT, BLUE	25.00	325.00
3	PC	BALLPOINT PEN, FINE POINT, GREEN	25.00	75.00
9	ROLL	TAPE, TRANSPARENT, SIZE 1	30.00	270.00
4	PC	CASHBOOK, GEN FORM 103	650.00	2,600.00
1	BOX	ENVELOPE, MAILING, WHITE & WINDOW TYPE	450.00	450.00
8	PC	CORRECTION TAPE W/ DISPENSER	40.00	320.00
3	PC	MARKER FOR WHITEBOARD, BLACK	52.00	156.00
9	PC	MARKER, FLOURESCENT	35.00	315.00
3	PC	STICK ON NOTE PAD, 3X4 SIZE	45.00	135.00
1	PAD	LAMINATING FILM, A4 SIZE, 10'S	110.00	110.00
1	REAM	PAPER, PARCHMENT, A4 SIZE, S20 1K PLUS	200.00	200.00
9	REAM	PAPER, BOOKPAPER, SHORT S20 1KPLUS	155.00	1,395.00
1	PC	STAPLE WIRE REMOVER, STANDARD TWIN JAWS	25.00	25.00
17	PC	CERTIFICATE HOLDER, A4 SIZE	40.00	680.00
TOTAL				7,981.00

Conditions:

1. 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;
2. Render your bills in triplicate copies including the original;
3. 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
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.

Funds available in the amount of : P 7,981.00

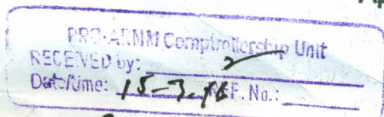
Very truly yours,

SORAYEN M. STARRIE, CPA
 Head, Comptrollership Unit
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

Approved:

Atty. KHALIUZZAMAN M. MACABATO, CPA, CSEE
 Regional Vice-President



Received this P.O. Copy on:

05-06-16

by:

May-an Ugaspina

Conform:

May-an Ugaspina