PURCHASE URDER

Supplier	:	KIM GUAN	Purchase Order No. :	142-17EP
Address	:	ILIGAN CITY	Date :	15-Nov-17
Tel/Fax	:		Terms of Payment :	
PR No.	:	E160-17	Mode of Procuremen:	LOCAL SHOPPING
Date	:	8/24/2017		

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

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUN
	38	pcs	Ballpoint pen, Fine point, red, CIELO	3.50	133.00
	228	pcs	Ballpoint pen, Fine point , blue , CIELO	3.50	798.00
	4	box	Envelope, expanding, legal	1,050.00	4,200.00
	76	pcs	Correction tape	25.00	1,900.00
	232	pcs	Ballpoint pen, Fine point, black, CIELO	3.50	812.00
	16	pcs	Folder, Fancy with plastic grip for short	5.00	80.00
	38	pcs	Notebook, stenographer, 40 leaves, ADVANCE	9.50	361.00
	20	pcs	Staplewire, for standard stapler	25.00	500.00
			XXXXXNOTHING FOLLOWSXXXXXXXXX		
				Q12/4	
			TOTAL		8,784.00

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 dealer is	not indicated, it shall be deemed received on the 10th working day from the
date of the approval of the Purchase Order. 4. For imported items, IMPORTATION DOCUMENTS specified.	ally showing the condition and the second triangle of the second tri
tax receipts, should be submitted by the supplier	ally showing the condition, serial numbers of the equipment purchased, and
Funds available in the amount of: 8,784.00	Very truly yours,
SORAYAH MAHARIEF-TABAO,	Jonasmuch
Head, Fund Management Section -12/11	Chief, Management Services Division
Approved:	and of the state o
Atty. KHALIQU	ZZAMAN M. MACABATO, CPA, CSEE Regional Vice-President
Received this P.O. Copy on:	Conform:

Conform: