

PURCHASE ORDER

Supplier	: CROWN PAPER & STATIONER
Address	: ILIGAN CITY
Tel/Fax	:
PR No.	: LHIO-S-17-30
Date	: 4/6/2017

Purchase Order No. :	168-17EP
Date :	29-Nov-17
Terms of Payment :	
Mode of Procurement :	LOCAL SHOPPING

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

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	4	jar	GLUE All purpose, in jar w/ applicator, CLEAR GLUE	32.50	130.00
	3	pcs	CASH BOOK Cash Book General Form 104	375.00	1,125.00
	80	pcs	ENVELOPE Mailing, brown, plain, 4 x 9-1/2)	0.75	60.00
	2	pcs	CUTTER Heavy duty retractable, L-500	95.00	190.00
	4	pcs	RECORD BOOK 300 Pages, VECO	49.50	198.00
	6	pcs	CORRECTION PEN Waterbased, JOY	125.00	750.00
			xxxxxNOTHING FOLLOWSxxxxxxxxxx		
T O T A L					2,453.00

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 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: 2,453.00

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

Approved:

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

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

Received this P.O. Copy on: _____
by: _____

Conform:

Name and Signature of _____