

PURCHASE ORDER

Supplier	: <u>CROWN PAPER & STATIONER</u>
Address	: <u>ILIGAN CITY</u>
Tel/Fax	: <u></u>
PR No.	: <u>066-18</u>
Date	: <u>1/18/2019</u>

Purchase Order No. : 18-041
Date : 3-14-18
Terms of Payment : Local Shipping
Mode of Procurement : NP/SVP

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

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	3	boxes	Binder Clip, large size	90.00	270.00
2	3	boxes	Binder Clip, medium size	66.00	198.00
3	10	pcs	Box, knockdown boxes, 12x10x15	75.00	750.00
4	15	pcs	Folder Metal ring binder, long 2 hole arc file	175.00	2,625.00
5	5	pcs	Stapler w/ remover HD No. 35	175.00	875.00
6	2	pcs	Record Book 500 pages	69.50	139.00
7	1	pc	ADHESIVE Tape Size 1"double sided w/ foam	50.00	50.00
			xxxxxxxxnothing followsxxxxxxxxxxxxxxxxxxxxxx		
T O T A L					4,907.00

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: 4907.00

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

ALLAN ODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

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

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

Conform:

Name and Signature of
Supplier/Representative