

PURCHASE ORDER

18 - 104

Supplier : CROWN PAPER AND STATIONER
Address : Higan City
Tel/Fax :
PR No. : BLHIO-007-18
Date : 1/10/2018

Purchase Order No. : _____
Date : 07 JUN 2018
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
1	5	pcs	Binder clip, large size	90.00	450.00
2	7	pcs	Binder clip, medium size	66.00	462.00
3	2	pcs	Cashbook	375.00	750.00
4	6	pcs	Cutter retractable, Heavy duty L-200	95.00	570.00
5	5	box	Stapler, standard HD	175.00	875.00
7	1	pc	Weighing scale	495.00	495.00
			xxxx nothing follows xxxxxxxxxxxxxxxxxxxxxx		
T O T A L					3,602.00

Conditions:

- 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
- 18-08-0067

Funds available in the amount of: 3,602.00

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

Approved:

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

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

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

Conform:

Name and Signature of
Supplier/Representative