

PURCHASE ORDER

Supplier : CROWN PAPER AND STATIONER

Address : Iligan City

Tel/Fax :

PR No. : 018-18

Date : 3/7/2018

Purchase Order No. : 18 - 119
 Date : 12 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:

[illegible]

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: 1000

Very truly yours,

SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

ALLAN NODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

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

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

Conform:

Name and Signature of
Supplier/Representative