

Supplier : CROWN PAPER AND STATIONER
 Address : Iligan City
 Tel/Fax : _____
 PR No. : 494-18
 Date : 8/2/2018

Purchase Order No. : _____
 Date : 13 AUG 2018
 Terms of Payment : _____
 Mode of Procurement : NP/SVP

18 - 10 - 0355

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	pads	Yellow pad paper, Long	22.50	67.50
2	5	pcs	Long brown folders	6.50	32.50
3	5	pcs	Expanding envelope (Assorted colors)	12.50	62.50
4	6	pads	Construction paper	25.00	150.00
5	3	pcs	Double sided tape (adhesive)	60.00	180.00
6	100	pcs	Brown envelope, Long	2.00	200.00
7	136	pcs	Ballpen (Black or Blue)	6.50	884.00
			XXXXX NOTHING FOLLOWS XXXXXX		
TOTAL					1,576.50

Comptrollership Unit
RECEIVED
 Received by: [Signature] Date: 8/2/18

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: 1,576.50

Very truly yours,

SORAYAH M. SHARIEF-TABAO
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

Approved: [Signature] 8/30
Atty. KHALIUZZAMAN M. MACABATO, CPA, CSEE
 Regional Vice-President

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

Conform: _____
 Name and Signature of _____