supplier	:	CROWN PAPER & STATIONER	Purchase Order No. 18-310	
Address	:	ILIGAN CITY	Date : 4-Oct-18	
Tel/Fax	:		Terms of Payment :	
PR No.	:	294-18	Mode of Procuremer: local shopping	
Date	:	4/27/2018		
Please del	iver t	to this Office within <b>seven (7)</b> working days from receipt hereof the following:		

NO.	QTY.	UNIT	/ ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUN
1	4	pad	STICK-ON NOTE PAD 2"x2"	12.50	50.00
			XXXXXNOTHING FOLLOWSXXXXXXXXX		
	1	•			
	4				
	1				
	+				
A. Marie					
		y .			
		7	TOTAL		50.00

## **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 da
- 4. ta

ate of the approval of the Purchase Order.			
. For imported items, IMPORTATION DOCUMENTS s	specifically showing the	condition, serial num	bers of the equipment purchased, and
ax receipts, should be submitted by the supplier			
unds available in the amount of:		Very truly yours	,
SORAYAH M. SHARIEF-TABAO Head, Fund Management Section			ALLANODEN A. MACARIMBANG Chief, Management Services Division
Approved:	Done	- Jul8	V ,
Atty. KH	ALIOUZZAMAN M. I	MACABATO, CPA.	CSEE _

Regional Vice-President

Received this P.O. Copy on:

by:

Conform:

Name and Signature of