

## PURCHASE ORDER

Supplier : CROWN PAPER & STATIONER  
Address : AGUINALDO ST. ILIGAN CITY  
Tel/Fax : \_\_\_\_\_  
RIV No. : 550-18  
Date : SEPTEMBER 4, 2018

Purchase Order No. : 18-324  
Date : Oct 8, 2018  
Terms of Payment : \_\_\_\_\_  
Mode of Procurement : NP/SUP

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	LOT	RIZOGRAPH COPY 2SIDED PRINT 500'S		-
			SUB-20 70gsm		-
	10	reams	A4 SIZE , ( Unified Request Form)	✓ 305.00	✓ 3,050.00
	2	reams	A4 SIZE , ( CTC Form)	✓ 305.00	✓ 610.00
	2	reams	A4 SIZE , ( OBS Form)	✓ 305.00	✓ 610.00
	2	reams	A4 SIZE , ( RER Form)	✓ 305.00	✓ 610.00
			XXXXX NOTHING FOLLOWS XXXXXX		
<b>T O T A L</b>					<b>4,880.00</b>

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: 100

Very truly yours,

**SORAYAH M. SHARIEF-TABAO**  
Head, Fund Management Section

**ALLAN ODEN A. MACARIMBANG**  
Chief, Management Services Division

Approved:

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

Received this P.O. Copy on: \_\_\_\_\_  
by: \_\_\_\_\_

Conform:

Name and Signature of  
Supplier/Representative