

PURCHASE ORDER

Supplier	: CROWN PAPER & STATIONER
Address	: ILIGAN CITY
Tel/Fax	:
PR No.	: 150-18
Date	: 1/25/2018

Purchase Order No. : 18-1702
Date : 10-22-2018
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	12 ✓	pcs	BALLPOINT PEN, Fine point, Black (UNI)	✓ 6.50	78.00 ✓
2	12 ✓	pcs	BALLPOINT PEN, Fine point, Blue (UNI)	6.50	78.00 ✓
3	10 ✓	pad	STICK-ON NOTE PAD, 2X3, 70gsm	✓ 25.00	250.00 ✓
4	6 ✓	btl	INK for Stamp pad w/ applicator purple or violet, 50ml (JOY)	✓ 18.00	108.00 ✓
			XXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXXXXXXXX		
T O T A L					514.00

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 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

Approved:

Atty. KHALIUZZAMAN M. MACABATO, CPA, CSEE

Regional Vice-President

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

Conform:

Name and Signature of _____

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SORAYAH M. SHARIEF-TABAO
Head, Fund Management Section

ALLAN ODEN A. MACARIMBANG
Chief, Management Services Division

Approved:

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

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