Suppli	4.	CROWN PAPER & STATIONER	Purchase Order No. : 1 8 - 4 2 3
Address	:	ILIGAN CITY	Date 1 2 DEC 2018
Tel/Fax	:		Terms of Payment :
PR No.	:	156-18	Mode of Procuremer: local shopping
Date	:	2/1/2018	

Please deliver to this Office within seven (7) working days from receipt hereof the following:

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUN
1	20	PCS	STICK 0N NOTE PAD 2X2" 51MM	12.50	250.00
2	50/	PCS	BALLPOINT PEN Fine point, Blue (UNI)	//6.50	325.00
3	50/	PCS	BALLPOINT PEN Fine point, Black (UNI)	6.50	325.00
4	4/	PCS	STICK ON NOTE PAD 2X2"	12.50	50.00
			XXXXXXNOTHING FOLLOWSXXXXXXXXXXXXXX		
	4425				
			X		
- 7			TOTAL		950.00

Cond	iti	on	S

- 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 i	ndicated, 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 s	showing the condition, serial numbers of the equipment purchased, and
tax receipts, should be submitted by the supplier	V
Funds available in the amount of:	Very truly yours,
F	Broom
SORAYAH M. SHARIEF-TABAO	ALLANODEN A. MACARIMBANG
Head, Fund Management Section	Chief, Management Services Division
Approved:	UDDIN M. MOTI onal Vice President
	<b>h</b>
Received this P.O. Copy on:	Conform:
by:	
	Name and Signature of