Supplier	:	KIM GUAN	Purchase Order No.
Address	:	Iligan City	
Tel/Fax	:		Terms of Payment :
PR No.	:	635-18	Mode of Procuremen:
Date	:	11/13/2018	

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	6 /	PCS	BALLPOINT PEN-FINE, BLACK	6.50/	39.00
2	6/	PCS	BALLPOINT PEN-FINE, BLUE	6.50	39.00
3	1 /	PC	STAPLER WITH REMOVER, HD #35	125.00	125.00
4	2/	PAD	POST IT FLAG STANDARD FLAG	32.50/	65.00
5	1 /	BOTTLE	INK FOR STAMP PAD With applicator color black	15.00	15.00
6	3 /	PAD	POST IT FLAG-SIGN HERE	37.50	112.50
	,		XXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXX		
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	w.			THE LET	
	a lela				
			ТОТАЬ		395.50

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.	
<ol><li>Render your bills in triplicate copies including the original.</li></ol>	
3. If the date of the receipt of the Purchase Order by the dealer is not inc	dicated, 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 she	owing the condition, serial numbers of the equipment purchased, and
tax receipts, should be submitted by the supplier	
Funds available in the grount of: 396.50	
Funds available in the amount of:	Very truly yours,
ASLINAH D. ASHARY, CPA Head, Fund Management Section  Approved:  Agents  Kegne	ALLANODEN A. MACARIMBANG Chief, Management Services Division
Received this P.O. Copy on:by:	Conform:
	Name and Signature of Supplier/Representative