Supplier	:	CROWN PAPER AND STATIONER	Purchase Order No. :	1 6 4014
Address	:	ILIGAN CITY	Date : :	7-10-2019
Tel/Fax	:		Terms of Payment :	In al dimpin
PR No.	:	251-19	Mode of Procurement:	Day July, 4
Date	:	5/27/2019		

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	8	pads	STICK ON NOTE PAD,2 x 3,50mm x 76mm (2x3),70gsm	25.00	200.00
2	5	pcs	RECORD BOOK,300 pages,215mm x 257mm, 55 gsm	58.50	292.50
		pes	XXXXX NOTHING FOLLOWS XXXXXX		
		-			
		-			
	-				
					492.50
			TOTAL	169.901	772.30

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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:	Very truly yours,
ASLINAH D. ASHARY Head, Fund Management Section  Approved:  ATTY. KHAZIOU REGIO	ALLANODEN A. MACARIMBANG Chief, Management Services Division 7/  MALVICE-PRESIDENT 7/31/19
Received this P.O. Copy on:by:	Conform:
	Name and Signature of