Purchase Order No.
Date
Terms of Payment
Mode of Procureme

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	77	pcs	CORRECTION DISPOSABLE	25.00	1,925.00
	i		4	70	7
3	30	pads	STICK ON NOTEPAD 3x4mm x 76mm x 100mm 3x4,100sheets	35.00	1,050.00
4	18	box	FASTENER METAL AND PLASTIC COMBINATION	30.00	540.00
5	3	pcs	STAPLER WITH REMOVER HD No.35	125.00	375.00
6	211	pcs	DESK TRAY,DOC. FILING	495.00	990.00
7	2	pcs	SCISSOR SIZE 15CM (6) STAINLESS STEEL	35,00	70.00
			XXXXX NOTHING FOLLOWS XXXXX		
	7				
			TO TAX		11 000
			TOTAL		4,950

## **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.
- For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and

ax receipts, should be submitted by the supplier	T T
Funds available in the amount of:	Very truly yours,
Mead, Fund Management Section	ALLANODEN A. MACARIMBANG Chief, Management Services Division
Approved:	QUZZAMAN M. MACABATO, CPA, CSEE
l	Regional Vice-President
Received this P.O. Copy on:by:	_ Conform:
	Name and Signature of Supplier/Representative