

Supplier : CROWN PAPER AND STATIONER  
 Address : ILIGAN CITY  
 Tel/Fax :  
 PR No. : 287-19  
 Date : 6/21/2019

Purchase Order No. : 19-274  
 Date : July 29, 2019  
 Terms of Payment :  
 Mode of Procurement : Local Shipping

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	6	pcs	BALLPOINT PEN BLUE, FINE POINT	6.50	39.00
2	2	pcs	BALLPOINT PEN RED, FINE POINT	6.50	13.00
3	6	pcs	BALLPOINT PEN BLACK, FINE POINT	6.50	39.00
5	29	pcs	RECORD BOOK, 300 pages	58.50	1,696.50
6	17	pcs	Stick on note pad, 2x3, 50mm x 76mm, Assorted Col.	25.00	190.00
			xxx writing Pillows		
TOTAL					1937.50

**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.
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: P1,937.50

Very truly yours,

ASLINAH D. ASHARY  
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG  
 Chief, Management Services Division

Approved:

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

Received this P.O. Copy on:  
 by:

Conform:

Name and Signature of  
 Supplier/Representative