

Supplier : CROWN PAPER AND STATIONER  
 Address : ILIGAN CITY  
 Tel/Fax :  
 PR No. : 469-19  
 Date : 10/22/2019

Purchase Order No. : 19-452  
 Date : 11-08-2019  
 Terms of Payment : *Chasing*  
 Mode of Procurement : *NTSVP*

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	10	PCS	RUBBERSTAMPS MANUAL	220.00	2,200.00
			XXXXXXXXX NOTHING FOLLOWS XXXXXX		
<b>TOTAL</b>					2,200.00

**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: 2,200 -

Very truly yours,

*OKW*  
*05*  
**ASLINAH D. ASHARY**  
 Head, Fund Management Section

Approved:

*11/11*  
**Atty. KHALIUZZAMAN M. MACABATO, CPA, CSEE**  
 Regional Vice-President

*11/11*  
**ALLANODEN A. MACARIMBANG**  
 Chief, Management Services Division

Received this P.O. Copy on: \_\_\_\_\_  
 by: \_\_\_\_\_

Conform:

*11/11*  
 Name and Signature of  
 Supplier/Representative