

PURCHASE ORDER

Supplier : KIM GUAN EDUCATIONAL AND SPORTSMASTER
 Address : ILIGAN CITY
 Tel/Fax :
 PR No. : R-001-2023
 Date : 2/2/2023

Purchase Order #: 2023-1024
 Date : 2/2/2023
 Terms of Paymer :
 Mode of Procure : Local Shopping

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	3	pad	Yellow pad paper, long	27.20	81.60
2	3	pcs	Double sided tape	22.50	67.50
3	200	pcs	Ballpen (Black or Blue) TITUS	6.50	1,300.00
			xxxxx nothing follows xxxxx		
TOTAL					1,449.10

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: 1,449.10

Very truly yours,

ASLINAH D. ASHARY
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

Approved:

DATU MASIDING M. ALONTO, JR.
 Regional Vice President

Received this P.O. Copy on: _____
 by: _____

Conform:

 Name and Signature of
 Supplier/Representative

RECEIVED
 2-15-23