# PURCHASE ORDER

| | |
|---|---|
| Supplier : RITCH CAFÉ | Purchase Order l: 2023-U27 |
| Address : MSU, MARAWI CITY | Date : 2/21/2023 |
| Tel/Fax : | Terms of Payme : |
| PR No. : HRU-007-2023 | Mode of Procure : NP/SVP |
| Date : 2/16/2023 | |
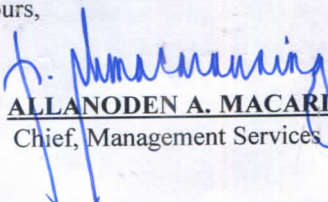
Please deliver to this Office within **seven (7)** working days from receipt hereof the following:
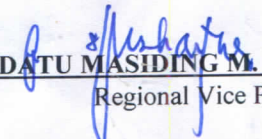
| NO. | QTY. | UNIT | ITEM DESCRIPTION | UNIT PRICE | TOTAL AMOUNT |
|---|---|---|---|---|---|
| | | | **February 21, 2023** | | |
| 1 | 13 | pax | Lunch( Rice,Buttered chicken,Shrimp,fruit salad & water) | 250.00 | 3,250.00 |
| | | | xxxxx nothing follows xxxxx | | |
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| | | | **T O T A L** | | 3,250.00 |

**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
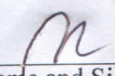
**Funds available in the amount of:** ___₱3,250 -___ .

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