

PURCHASE ORDER

Supplier : CROWN PAPER AND STATIONERIES
 Address : ILIGAN CITY
 Tel/Fax :
 PR No. : HRU-017-2023
 Date : 2/27/2023

Purchase Order #: 2022-0744
 Date : 3/6/2023
 Terms of Payme :
 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	1	rm	META CARDS or CONSTRUCTION PAPERS (NEON COLORS) <i>Assorted</i>	250.00	250.00
2	3	roll	TRANSPARENT TAPE CLEAR (1 inch)	25.00	75.00
3	3	roll	DOUBLE SIDED TAPE (1 inch) Adhesive tape w/ foam	50.00	150.00
4	2	pcs	WHITE Board Marker <i>Artline brand</i>	45.00	90.00
5	2	doz	WHITE Board Marker, Blue <i>Artline brand</i>	540.00	1,080.00
6	4	<i>pieces</i>	BATTERY (AAA) for the point, energizer <i>Parasolid</i>	150.00	600.00
			xxxxx nothing follows xxxxxxxx		
TOTAL					2,245.00

Conditions:

- 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.
- Render your bills in triplicate copies including the original.
- 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 tax receipts, should be submitted by the supplier

Funds available in the amount of: ₱ 2,245 -

Very truly yours,

ASLINAH D. ASHARY
 Head, Fund Management Section

Approved:

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

DATU MASIDING M. ALONTO, JR.
 Regional Vice President

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

Conform:

 Name and Signature of
 Supplier/Representative

