

PURCHASE ORDER

DEPED, DIVISION OF OZAMIZ CITY

Supplier : CROWN PAPER & STATIONERIES SUPPLY	P.O. No. : <u>2022-03-000</u>
Address : OZAMIZ CITY	Date : <u>3/9/2022</u>
TIN : 184-723-355-001	Mode of Procurement : SHOPPING

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>COGON INTEGRATED SCHOOL-JHS</u>	Delivery Term : <u>PICK-UP</u>
Date of Delivery :	Payment Term : <u>CHECK</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	DATA FILE BOX	5	148.00	740.00
2	piece	CUTTER/UTILITY KNIFE, for general purpose	9	24.95	224.55
3	piece	CLEARBOOK, 20 Transparent pockets, Legal	10	38.00	380.00
4	unit	MEGA PHONE	1	2,450.00	2,450.00
5	roll	Ribbon, Cloth Satin 2"	6	220.00	1,320.00
6	box	Staple wire #10	10	8.00	80.00
7	roll	Tape Transparent/Scotch Tape/Plastic Tape, 1 "	9	15.00	135.00
8	pack	Folder Tagboard, long	1	500.00	500.00
Total Amount:					5,829.55


(Total Amount in Words) Five Thousand Eight Hundred Twenty Nine Pesos and Fifty Five Cents

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,


 Signature over ~~Printed~~ Name of Supplier


 Signature over Printed Name of Authorized Official

3/9/2022
Date

School Principal

Designation

Fund Cluster : _____
Funds Available : _____

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____

 Signature over Printed Name of Chief
 Accountant/Head of Accounting Division/Unit