

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : **CROWN PAPER & STATIONERIES SUPPLY** P.O. No. : **2022-03-000**
Address : **OZAMIZ CITY** Date : _____
IN : **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 : **COGON INTEGRATED SCHOOL-ELEM** Delivery Term : **PICK-UP**
Date of Delivery : _____ Payment Term : **CHECK**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	DATA FILE BOX	5	148.00	740.00
2	box	PAPER CLIP, vinyl/plastic coated, 50mm	10	25.00	250.00
3	box	PENCIL, lead, with eraser	23	90.00	2,070.00
4	piece	CUTTER/UTILITY KNIFE, for general purpose	11	24.95	274.45
5	piece	CLEARBOOK, 20 Transparent pockets, Legal	10	38.00	380.00
6	piece	Data File Box /Data Filer with Cover(Single 5"x11.5"x16)	4	350.00	1,400.00
7	piece	Floor Wax (box/pack)	150	18.00	2,700.00
8	piece	Folder White, Legal	90	5.00	450.00
9	box	Staple wire #10	20	8.00	160.00
10	roll	Tape Transparent/Scotch Tape/Plastic Tape, 1 "	9	25.00	225.00
11	pack	Folder tagboard	1	500.00	500.00
Total Amount:					9,149.45


(Total Amount in Words) **Nine Thousand One Hundred Forty Nine Pesos and Forty 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

DIOSELYN P. PATILUNA**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