

**PURCHASE ORDER**  
DEPED, DIVISION OF OZAMIZ CITY

Supplier : <b>KEEDEE082483 HOUSEHOLD GOODS TRADING</b>	P.O. No. : <b>2022-10-000</b>
Address : <b>PAGADIAN CITY</b>	Date : _____
TIN : <b>306-794-052-0000</b>	Mode of Procurement : _____

Gentlemen:

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

Place of Delivery : <b>Bongbong Elementary School</b>	Delivery Term : _____
Date of Delivery : _____	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	Laminating Film (Long)	13	930.00	12,090.00
2	piece	Folder, long	140	6.50	910.00
3	ream	Construction, Paper, assorted color, long	13	220.00	2,860.00
4	piece	Clearbook	65	48.00	3,120.00
5	box	Staple wire #35	13	45.00	585.00
6	piece	Footbath, rubber	15	450.00	6,750.00
				<b>Total Amount:</b>	<b>26,315.00</b>

(Total Amount in Words) **Twenty Six Thousand Three Hundred Fifteen Pesos and No 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:

*ROALIE ACLE*  
\_\_\_\_\_  
Signature over Printed Name of Supplier

*11-3-22*  
\_\_\_\_\_  
Date

Very truly yours,

*Salvador*  
**LYDIA G. SALVADOR**  
Signature over Printed Name of  
Authorized Official  
**SCHOOL HEAD**  
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