

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

<b>WAVEMORE DRY GOODS TRADING</b>	P.O. No. : 2022-03-000
<b>OZAMIZ CITY</b>	Date : 3/11/2022
323-290-954-000	Mode of Procurement : SHOPPING

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


Place of Delivery : <u>COGON IS - 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	pack	TOILET TISSUE PAPER, Interfolded Paper Towel	9	98.00	882.00
2	pack	BATTERY, dry Cell, size AA	1	25.00	25.00
3	pack	BATTERY, dry Cell, size AAA	1	25.00	25.00
4	piece	BROOM, soft, tambo	9	100.00	900.00
5	piece	BROOM, stick, ting-ting	8	35.00	280.00
6	box	CLIP, backfold, 32mm	8	22.90	45.80
7	box	CLIP, backfold, 50mm	2	50.00	100.00
8	piece	CORRECTION TAPE, 8m	2	16.00	144.00
9	pack	FOLDER, L-type, A4	9	75.00	75.00
10	pack	FOLDER, L-type, legal	1	85.00	85.00
11	pack	FOLDER, with tab, A4	1	500.00	500.00
12	piece	MARKER, whiteboard, black	1	12.00	12.00
13	box	PENCIL, lead, with eraser	18	72.00	1,296.00
14	box	RUBBER BAND, No. 18	1	98.00	98.00
15	piece	SIGN PEN, black	10	12.00	120.00
16	piece	Data File Box /Data Filer with Cover( Single 5"x11.5"x16)	4	280.00	1,120.00
17	box	Face Mask, Medical Grade, 3ply, Blue Color	9	50.00	450.00
18	piece	Floor Wax (box/pack)	150	13.50	2,025.00
19	piece	Folder White, Legal	80	4.80	384.00
20	ream	Laminating film A4	5	650.00	3,250.00
21	piece	Pail	9	150.00	1,350.00
22	box	Paper Fastener Coated (Plastic)	9	38.00	342.00
23	roll	Plastic Cellophane cover #4	3	850.00	2,550.00
24	piece	Plastic Envelope, Long	200	7.50	1,500.00
25	piece	Stapler, Standard # 35 with remover	9	120.00	1,080.00
26	pack	Sticker Paper	1	75.00	75.00
<b>Total Amount:</b>					<b>18,713.80</b>


(Total Amount in Words) Eighteen Thousand Seven Hundred Thirteen Pesos and Eighty 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:

  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
3/11/2022  
 Date

Very truly yours,

  
**DIOSELYN P. PATILUNA**  
 Signature over Printed Name of Authorized Official  
**School Head**  
 Designation

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

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

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : \_\_\_\_\_