Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY
IBJT Compound Carangan, Ozamiz City
Tel. No. (088) 545-0988; Fax No. (088) 545-0990

PURCHASE ORDER

Supplier:	**CROWN PAPER & STATIONERIES SUPPLY**	**P.O. NO.:**	2023-02-0004
Address:	Ozamiz City	**Date :**	02/16/2023
TIN :	184-723-355-0004	**Mode of Procurement :**	Shopping
Tel No./CP No. :			

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

Place of Delivery:	TABID NHS	Delivery Term:	
Date of Delivery:	_____calendar days after receipt of PO by the supplier	Payment Term:	

Item No.	Quantity	Unit	Description	Unit Cost	Amount
0					-
1	50	piece	Ballpen, Red	5.50	275.00
2	180	box	Floor Wax (box/pack)	18.00	3,240.00
3	20	piece	Glue Stick (Small Diameter)	3.50	70.00
4	2	unit	Gun Tacker, Heavy Duty	495.00	990.00
5	20	piece	Metallic paper foil	12.50	250.00
6	2	box	Paper Fastener Coated (Plastic)	35.00	70.00
7	12	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	42.00	504.00
8	30	roll	Ribbon, Cloth Satin 2"	260.00	7,800.00
9	100	box	Thumbtacks	8.50	850.00
10	5	piece	Whiteboard Pen, Refillable	45.00	225.00
11	5	piece	Whiteboard Ink Refill	95.00	475.00
12	30	book	Record Book 150pages	45.00	1,350.00
					-
					-
					-
			*** Nothing Follows ***		
Total Amount			***SIXTEEN THOUSAND NINETY NINE PESOS ONLY***	Php	**16,099.00**

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:

CROWN PAPER & STATIONERIES SUPPLY
Signature over Printed Name of Supplier
2-23-23
Date

Very truly yours,

ESTER F. VIERNES
School Head

Fund Cluster :	ORS/BURS No. :
Funds Available :	Date of the ORS/BURS
	Amount :