

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : **KEEDEE OFFICE SUPPLIES TRADING**
 Address : **OZAMIZ CITY**
 TIN : **306-794-052-001**

P.O. No. : **2024-02-**
 Date : _____
 Mode of Procurement : **Shopping**


Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:
CRUZ LANZADO SALIGAN IS SHS

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	can	FLOOR WAX, paste type, red	169	160.00	27,040.00
2	box	STAPLE WIRE, standard	18	38.00	684.00
3	piece	PUNCHER, paper, heavy duty	13	175.00	2,275.00
4	piece	STAPLER, standard type	211	115.00	24,265.00
5	pack	CARTOLINA, assorted colors	5	90.00	450.00
6	ream	PAPER, MULTICOPY LEGAL	211	225.00	47,475.00
7	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	92	300.00	27,600.00
8	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	31	310.00	9,610.00
9	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	31	310.00	9,610.00
10	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	40	310.00	12,400.00
11	piece	Ballpen Black	40	7.00	280.00
12	piece	Ballpen, Blue	40	7.00	210.00
13	piece	Ballpen, Red	30	7.00	210.00
14	piece	Certificate Holder, Plastic Short	30	7.00	210.00
15	piece	Envelope, Brown A4	100	42.00	4,200.00
16	piece	Envelope, Brown Long	89	6.00	534.00
17	piece	Manila Paper	150	3.50	525.00
18	box	Paper Fastener Coated (Plastic)	150	5.50	1,100.00
19	pack	worx paper long, 10 pcs in a pack	200	40.00	600.00
20	pack	push pins	15	43.00	210.00
21	pack	construction paper, 20 pcs in a pack	4	42.00	210.00
22	piece	Folder White, Legal	5	28.00	56.00
23	ream	Laminating Film, legal size	2	28.00	56.00
24	roll	plastic cover	235	7.00	1,645.00
25	roll	Tape Transparent/Scotch Tape/Plastic Tape, 2 "	1	1,300.00	1,300.00
			1	1,750.00	1,750.00
			30	26.00	780.00
Total Amount:					174,981.00

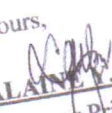
(Total Amount in Words) One Hundred Seventy Four Thousand Nine Hundred Eighty One Pesos and No Cents

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:


 Signature over Printed Name of Supplier

 Date **2-27-24**

Very truly yours,

LALAINA Y. PONCE
 Signature over Printed Name of
 Authorized Official
School Principal
 Designation

Requisition Office Department :

JOAR G. HERMOSISIMA
 Property Custodian

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____