PURCHASE ORDER

DEPED, DIVISION OF OZAMIZ CITY

Supplier :	KEEDEE OFFICE SUPPLIES TRADING		P.O. No. :	P.O. No. : 2024-02- 201		
Address:	OZAMIZ CITY 306-794-052-000		Date:	Date: 02-26-2024 Mode of Procurement: SHOPPING		
TIN:			Mode of I			
Gentlemen:						
	Please	furnish this Office the following articles subject to the terms and c	onditions con	tained herein:		
Place of Delivery:		Montol National High School	De	Delivery Term : IMMEDIATELY		
Date of Delivery:		3 days from P.O. date	Payment Term: IMMEDIATELY			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount	
1	piece	Ballpen Black - FLEX OFFICE	100	7.00	700.00	
2	piece	Floor Wax (box/pack) - STARWAX	50	23.00	1,150.00	
3	piece	Manila Paper	50	5.50	275.00	
4	pad	Pins (pokpok)	20	13.00	260.00	
6	piece	Sign pen 0.5, Black - MYGEL	20	26.00	520.00	
7	pack	Specialty Paper, 90gsm, A4 - WORX	30	28.00	840.00	
8	box	Thumbtacks - TM	50	15.00	750.00	
9	pack	Worx 120 GSM A4 Specialty Paper (White) - WORX 180gsm	50	42.00	2,100.00	
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			Total	Amounts	6,595.00	
	Civ. Thousand Five Hundred Ninety Five					
(Total Amou	nt in Words)	Six Thousand Five Hundred Ninety Five	Pesos and No	Cents		
		make the full delivery within the time specified above, a penalty oposed on the undelivered item/s.	of one-tenth (1	/10) of one pe	rcent for every	
Conforme:			Very truly	Very truly yours,		
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		Rosput Hent	ATTY. C	CHARYLROY	C. NAVAREZ	
Signature over Printed Name of Supplier			Signature over Printed Name of Authorized Official			
				School Principal 1		
		Date		Designation	on	
			ODC/DIII	ORS/BURS No. :		
Fund Cluster:				Date of the ORS/BURS:		
Funds Available :				Amount :		
			Amount			
	Cionat	ure over Printed Name of Chief Accountant/Head of Accounting			- 1	
Division/Unit					- 1	
		DITION OIL				