

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : CROWN PAPER & STATIONERIES SUPPLY	P.O. No. : 2024-07-0003
Address : OZAMIZ CITY	Date : 3/20/2024
TIN : 184-723-355-001	Mode of Procurement :


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


Place of Delivery : Pulot NHS (SHS)	Delivery Term : Immediately
Date of Delivery : 3-20-2024	Payment Term : Immediately

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	reams	PAPER, MULTICOPY A4	30	187.00	5,610.00
2	reams	PAPER, MULTICOPY LEGAL	15	200.00	3,000.00
3	unit	Steel cabinet 4 drawers	1	9,550.00	9,550.00
4	pack	Floor Wax (box/pack)	50	20.00	1,000.00
5	pack	Oslo Paper	20	250.00	5,000.00
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Total Amount:					24,160.00

(Total Amount in Words) Twenty Four Thousand One Hundred Sixty 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: 
JOCelyn PACTOL
 Signature over Printed Name of Supplier
3-20-2024
 Date

Very truly yours, 
JUNRIEL B. SINARILLOS
 Signature over Printed Name of
SCHOOL HEAD
 Designation

Fund Cluster : _____	ORS/BURS No. : _____
Funds Available : _____	Date of the ORS/BURS: _____
 _____	Amount : _____
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	