

## PURCHASE ORDER

\_\_\_\_\_  
Entity Name

Supplier : KEEDEE OFFICE SUPPLIES TRADING	P.O. No. : <u>2024-07-0001</u>
Address : OZAMIZ CITY _____	Date : <u>7/20/2024</u>
TIN : <u>3067940520000</u>	Mode of Procurement : <u>Shopping</u>


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

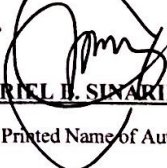
Place of Delivery : <u>Pulaf NHR (JHR)</u>	Delivery Term : <u>Immediately</u>
Date of Delivery : <u>7/20/2024</u>	Payment Term : <u>Immediately</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	gal	Alcohol Ethyl, 1 gallon	3	498.00	1,494.00
2	piece	CLEANER, Toilet Bowl and Urinal	3	47.00	141.00
3	piece	DISINFECTANT SPRAY	2	205.00	410.00
4	pack	TRASHBAG, Large size	2	60.00	120.00
5	piece	PHILIPPINE NATIONAL FLAG	1	190.00	190.00
6	unit	ELECTRIC FAN, stand type	1	1,600.00	1,600.00
7	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	5	40.00	200.00
8	box	STAPLE WIRE, standard	15	80.00	1,200.00
9	box	CLIP, backfold, 32mm	42	40.00	1,680.00
10	piece	CORRECTION TAPE	42	23.00	966.00
11	box	FASTENER	5	40.00	200.00
12	box	PAPER CLIP, vinly/plastic coated, 33mm	5	10.00	50.00
13	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	5	25.00	125.00
14	ream	PAPER, MULTIPURPOSE A4	15	195.00	2,925.00
15	ream	PAPER, MULTIPURPOSE LEGAL	10	230.00	2,300.00
16	piece	Load Card 100's	39	112.00	4,368.00
17	bottle	Ink for Brother Printer, Black	5	420.00	2,100.00
18	bottle	Ink for Brother Printer, Cyan	5	420.00	2,100.00
19	bottle	Ink for Brother Printer, Magenta	5	420.00	2,100.00
20	bottle	Ink for Brother Printer, Yellow	5	420.00	2,100.00
21	bottle	Ink Epson, 003 black	20	300.00	6,000.00
22	bottle	Ink Epson, 003 cyan	7	305.00	2,135.00
23	bottle	Ink Epson, 003 magenta	7	305.00	2,135.00
24	bottle	Ink Epson, 003 yellow	7	305.00	2,135.00
25	piece	Paint Brush # 4	5	90.00	450.00
26	gal	Latex Paint	5	815.00	4,075.00
27	piece	SSD Solid State Drive (1TB)	1	8,000.00	8,000.00
28	bottle	Toilet Bowl Cleaner	3	47.00	141.00
29	ream	Paper, Multi Purpose, A4, 70 gsm	20	195.00	3,900.00
30	tank	Tank Refill	2	1,450.00	2,900.00
31	bottle	Glue White, 130 gms	42	62.00	2,604.00

**(Total Amount in Words) SIXTY THOUSAND EIGHT HUNDRED FORTY FOUR PESOS 60,844.00**

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:  
  
  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
  
7.2024  
 \_\_\_\_\_  
 Date

Very truly yours,  
  
  
**JUNRIEL B. SINARILLOS**  
 \_\_\_\_\_  
 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 : \_\_\_\_\_