

PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : <u>GEMMS ENTERPRISES</u>	P.O. No.: <u>2024-04-009a</u>
Address: <u>Blk12 Lot4 RS Tan Village, Maningcol, Ozamiz City</u>	Date : <u>April 18, 2024</u>
TIN : <u>196-548-896-000</u>	Mode of Procurement: <u>Shopping</u>

Gentlemen:

Please furnish this office the following article subject to the term and conditions contained herein:

Place of Delivery: <u>Catadman Elementary School</u>	Delivery Term: <u>free delivery</u>
Date of Delivery: <u>April 19, 2024</u>	Payment Term: <u>check payment after delivery</u> /docs confirm

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	CLEARBOOK, Legal size	22	42.00	924.00
2	bottle	CLEANER, Toilet Bowl and Urinal	25	47.00	1,175.00
6	bottle	Ink for Brother Printer, Black	2	420.00	840.00
7	bottle	Ink for Brother Printer, Cyan	2	420.00	840.00
8	bottle	Ink for Brother Printer, Magenta	2	420.00	840.00
9	bottle	Ink for Brother Printer, Yellow	2	420.00	840.00
12	gallon	Liquid Bleach, 1 Gallon	22	150.00	3,300.00
16	pc	Stapler, Standard 35 with remover heavy duty	22	120.00	2,640.00
17	roll	Tape Double sided, 1"	22	30.00	660.00
18	roll	Tape Transparent/Scotch Tape/Plastic Tape, 2"	22	45.00	990.00
20	pack	Sticky Notes 3"x3"	3	38.00	114.00
21	book	RECORD BOOK, 300 PAGES	3	80.00	240.00
22	pack	Battery AAA Max Alkaline Heavy Duty 2s/pack	2	130.00	260.00
Total Amount					<u>13,663.00</u>

(Total Amount in Words) Thirteen Thousand Six Hundred Sixty Three Pesos & 00/100 only.

In case of failure to make the full delivery within the time specified above, a penalty of one - tenth (1/10) of the percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

Date

School Principal I

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