

**PURCHASE ORDER**  
DEPED, DIVISION OF OZAMIZ CITY

Supplier : <b>KEEDEE OFFICE SUPPLIES TRADING</b>	P.O. No. : 2024-05-020
Address : <b>OZAMIZ CITY</b>	Date : <u>May 16, 2024</u>
TIN : <b>306-794-052-0001</b>	Mode of Procurement : SVP

Gentlemen:

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

Place of Delivery : <u>Ozamiz City Central School</u>	Delivery Term : <u>Free delivery</u>
Date of Delivery : <u>3-5 calendar days after the receipt of PO from the supplier</u>	Payment Term : <u>COD</u>

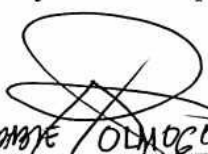
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Unit	Printer 3in1 Epson (L3210)	3	9,300.00	27,900.00
2	piece	Certificate Holder, Plastic A4 (adventurer)	500	45.00	22,500.00
3	bottle	Glue White, 240 mL. (Elmers)	110	135.00	14,850.00
5	box	Fastener plastic Long (Gator)	3	140.00	420.00
6	pack	Tissue paper (pack of 4) (Femme)	113	50.00	5,650.00
		xxx nothing follows xxx			-
				<b>Total Amount:</b>	<b>71,320.00</b>

(Total Amount in Words)


Seventy-One Thousand Three Hundred Twenty pesos only.

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:

  
DERRANE OLMOCUTE  
 Signature over Printed Name of Supplier  
5/22/24  
 Date

Very truly yours,

  
CATHERINE C. ORACION  
 Signature over Printed Name of  
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	