



PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : CROWN PAPER & STATIONERIES SUPPLY		P.O. No. : <u>2024-08-009</u>			
Address : OZAMIZ CITY		Date : <u>8-22-2024</u>			
TIN : 184-723-355-001		Mode of Procurement : SVP			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>GUINGONA INTEGRATED SCHOOL</u>		Delivery Term : <u>3-5 days</u>			
Date of Delivery :		Payment Term : <u>on or after delivery</u>			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
2	ream	PAPER, MULTIPURPOSE LEGAL. 70gsm	5	200.00	1,000.00
3	gallon	Alcohol, Ethyl, 70%	2	500.00	1,000.00
4	piece	Puncher	4	120.00	480.00
8	pouch	DETERGENT POWDER, all purpose	8	85.00	680.00
13	roll	TAPE, transparent, 48 mm	45	20.00	900.00
15	piece	DATA FILE BOX	8	140.00	1,120.00
17	piece	MARKER, Whiteboard, Black, refillable	8	50.00	400.00
20	gallon	ALCOHOL, Ethyl, 1 Gallon	1	500.00	500.00
25	length	Binder Ring, Plastic/PVC 10mm or 3/8", PVC (for 70 sheets)	5	12.50	62.50
28	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	5	22.00	110.00
					-
					-
					-
					-
					-
					-
			Total Amount:		6,252.50
(Total Amount in Words)		Six Thousand Two Hundred Fifty Two Pesos and Fifty 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:		Very truly yours,			
					
CROWN PAPER & STATIONERIES SUPPLY		GEM P. ACAPULCO			
Signature over Printed Name of Supplier		Signature over Printed Name of			
<u>8-22-24</u>		SCHOOL PRINCIPAL			
Date		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					