



PURCHASE ORDER
DEPED, DIVISION OF OZAMIZ CITY

Supplier : CROWN PAPER & STATIONERIES SUPPLY		P.O. No. : 2025-02-0007			
Address : OZAMIZ CITY		Date : Feb. 12, 2025			
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>OZAMIZ CITY CENTRAL SCHOOL</u>		Delivery Term : Free Delivery			
Date of Delivery :		Payment Term : COD			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	piece	Broom (Walis tambo)	110	120.00	13,200.00
2	bottle	Cleaner, Toilet bowl and urinal	110	45.00	4,950.00
3	box	Fastener	110	35.00	3,850.00
4	box	Paper clip, vinyl/plastic coated, 33mm	110	9.70	1,067.00
5	piece	Puncher, paper, heavy duty	110	165.00	18,150.00
6	piece	Tape dispenser, table top	2	150.00	300.00
7	piece	Ballpen	220	5.50	1,210.00
8	pack	Photo paper	50	65.00	3,250.00
9	piece	Plastic envelope	100	9.50	950.00
Total Amount:					46,927.00
(Total Amount in Words)		Forty Six Thousand Nine Hundred Twenty Seven pesos			
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,			
 Signature over Printed Name of Supplier <u>2/12/25</u> Date		 EUGENIO C. BUCOG 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					