## **PURCHASE ORDER**

## DEPED, DIVISION OF OZAMIZ CITY

			_			
Supplier:	CROWN PAPER AND STATIONERIES SUPPLIES			P.O. No. ; 2025-02-0001		
Address:	OZAMIZ CITY 184 - 723 - 355 - 0001			Date: February 14, 2025 Mode of Procurement: SVP		
TIN:						
Gentlemen:						
	Please furn	ish this Office the following articles subject to the terms and	conditions	contained here	ein:	
Place of Delivery: BONGBONG ES			Delivery Term: Pick up			
Date of Delivery:		3 calendar days after the receipt of PO by the supplier	Payment Term: COD			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount	
2	ream	Paper, Multipurpose Legal	25	195.00	4,875.00	
7	packs	Folder, A4	100	4.25	425.00	
18	box	Push Pins	5	25.00	125.00	
19	piece	Folder A4	100	4.25	425.00	
		***nothing follows***				
			Total	Amount:	5,850.00	
	of failure to	Five Thousand Eight Hundred Fifty Permake the full delivery within the time specified above, a penahall be imposed on the undelivered item/s.			one percent	
Conforme:		ignature over Printed Name of Supplier  2-4-24  Date	Very truly yours  JOSELITO D. CASEROS  Signature over Printed Name of  Authorized Official  School Head  Designation			
Fund Cluste Funds Avail	lable :	over Printed Name of Chief Accountant/Head of Accounting	ORS/BURS No. : Date of the ORS/BURS: Amount :			
		Division/Unit				