

PURCHASE ORDER

DEPED, DIVISION OF OZAMIZ CITY

| | |
|-------------------------------------|---------------------------------------|
| Supplier : GEMMS ENTERPRISES | P.O. No. : 2025-02-0 |
| Address : OZAMIZ CITY | Date : _____ |
| TIN : 196-548-896-0000 | Mode of Procurement : SHOPPING |

Gentlemen:

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

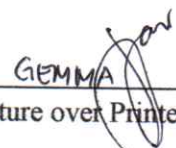
| | |
|---|--------------------------------|
| Place of Delivery : MAXIMINO S. LAURETE CS | Delivery Term : DELIVER |
| Date of Delivery : _____ | Payment Term : CHECK |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|--------|--|----------|----------------------|------------------|
| 1 | roll | Plastic Tape/Scotch Tape/Transparent Tap | 20 | 55.00 | 1,100.00 |
| 2 | piece | CORRECTION TAPE | 4 | 18.00 | 72.00 |
| 3 | roll | Ribbons, cloth, 2" (assorted color) | 25 | 210.00 | 5,250.00 |
| 4 | roll | Ribbons, cloth, 3" (assorted color) | 2 | 290.00 | 580.00 |
| 5 | bottle | Ink, Epson, 664, Black | 20 | 275.00 | 5,500.00 |
| 6 | bottle | Ink, Epson, 664, Cyan | 10 | 275.00 | 2,750.00 |
| 7 | bottle | Ink, Epson, 664, Magenta | 10 | 275.00 | 2,750.00 |
| 8 | bottle | Ink, Epson, 664, Yellow | 10 | 275.00 | 2,750.00 |
| 9 | bottle | Ink, Epson, 003, Black | 22 | 275.00 | 6,050.00 |
| 10 | bottle | Ink, Epson, 003, Cyan | 11 | 275.00 | 3,025.00 |
| 11 | bottle | Ink, Epson, 003, Magenta | 11 | 275.00 | 3,025.00 |
| 12 | bottle | Ink, Epson, 003, Yellow | 11 | 275.00 | 3,025.00 |
| 13 | bottle | Ink for Brother Printer, Black | 2 | 390.00 | 780.00 |
| 14 | bottle | Ink for Brother Printer, Cyan | 1 | 390.00 | 390.00 |
| 15 | bottle | Ink for Brother Printer, Magenta | 1 | 390.00 | 390.00 |
| 16 | bottle | Ink for Brother Printer, Yellow | 1 | 390.00 | 390.00 |
| | | <i>*Nothing Follows*</i> | | | - |
| | | | | Total Amount: | 37,827.00 |

(Total Amount in Words) **Thrity Seven Thousand Eight Hundred Twenty Seven 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:


GEMMA ZANO
 Signature over Printed Name of Supplier

Date

Very truly yours,


MARIE CLAIRE B. FUENTES
 Signature over Printed Name of Authorized Official
School Principal
 Designation

Fund Cluster :

Funds Available :

Signature over Printed Name of Chief
Accountant/Head of Accounting Division/Unit

ORS/BURS No. :

Date of the ORS/BURS:

Amount :