

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

Supplier : <b>KEEDEE OFFICE SUPPLIES TRADING</b>	P.O. No. : 2025-02-005
Address : <b>OZAMIZ CITY</b>	Date : 02/10/2025
TIN : <b>306-794-052-00001</b>	Mode of Procurement : CHECK

Gentlemen:

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


Place of Delivery : <b>MAXIMINO S. LAURETE CS</b>	Delivery Term : <b>DELIVERY</b>
Date of Delivery :	Payment Term : <b>CHECK</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pack	BATTERY, dry cell, size AA	20	20.00	400.00
2	pouch	DETERGENT POWDER, all purpose	2	54.00	108.00
3	can	FLOOR WAX, paste type, red	22	290.00	6,380.00
4	piece	PHILIPPINE NATIONAL FLAG	4	180.00	720.00
5	bottle	GLUE, all-purpose	4	55.00	220.00
6	pack	FOLDER with tab, Legal	4	340.00	1,360.00
7	pair	SCISSORS, symmetrical/asymmetrical	2	50.00	100.00
8	pack	Photopaper, A4	2	88.00	176.00
9	piece	Certificate Holder, A4	200	45.00	9,000.00
10	piece	MEDAL, medium (Gold, Silver, Bronze)	320	38.00	12,160.00
11	bottle	Dishwashing Liquid	2	54.00	108.00
12	unit	Steel Filing Cabinet, 4 doors	1	9,500.00	9,500.00
		<i>*Nothing Follows*</i>			
			<b>Total Amount:</b>		<b>40,232.00</b>

(Total Amount in Words)


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:

  
STEPHEN EDWIN RECANALLA  
Signature over Printed Name of Supplier

Date

Very truly yours,

  
MARIE CLAIRE B. FUENTES  
Signature over Printed Name of  
Authorized Official  
SCHOOL HEAD  
Designation

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_

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