



PURCHASE ORDER

DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING			P.O. No. : 2025-02-0		
Address : OZAMIZ CITY			Date : _____		
TIN : 306-794-052-00001			Mode of Procurement : CHECK		
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 : DELIVERY		
Date of Delivery : _____			Payment Term : CHECK		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bottle	GLUE, all-purpose	20	55.00	1,100.00
2	box	STAPLE WIRE, standard	2	37.50	75.00
3	box	PAPER CLIP, vinly/plastic coated, 33mm	3	10.00	30.00
4	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	2	24.00	48.00
5	ream	PAPER, MULTIPURPOSE A4, 70gsm	20	177.00	3,540.00
6	ream	PAPER, MULTIPURPOSE LEGAL, 70gsm.	66	200.00	13,200.00
7	box	PAPER, parchment	4	350.00	1,400.00
8	pack	Specialty Paper, A4, 200 gsm	45	42.00	1,890.00
9	roll	Plastic Cover, Rubberized, thick	1	2,100.00	2,100.00
Nothing Follows					
				Total Amount:	23,383.00
(Total Amount in Words) _____					
<p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p>Conforme:</p> <div style="text-align: center; margin-top: 20px;">  STEPHEN RON REONALLA Signature over Printed Name of Supplier </div> <div style="text-align: center; margin-top: 20px;"> _____ Date </div> </div> <div style="width: 45%; text-align: right;"> <p>Very truly yours,</p> <div style="text-align: center; margin-top: 20px;">  MARIE CLAIRE B. FUENTES Signature over Printed Name of Authorized Official SCHOOL HEAD Designation </div> </div> </div>					
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					