

PURCHASE ORDER DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING	P.O. No. : <u>2015-04-0002</u>
Address : OZAMIZ CITY	Date : <u>4/4/2015</u>
TIN : 306-794-052-0000	Mode of Procurement : <u>Shopping</u>

Gentlemen:

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

Place of Delivery : ANDREA D. COSTONERA E/S	Delivery Term : <u>W/N Pay</u>
Date of Delivery : <u>W in 15 days from P.O receipt</u>	Payment Term : <u>Cap</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	box	STAPLE WIRE, Standard	17	38.00	646.00
2	ream	PAPER, MULTICOPY A4	40	175.00	7,000.00
3	ream	PAPER, MULTICOPY Legal	20	200.00	4,000.00
4	pcs	CERTIFICATE HOLDER	200	45.00	9,000.00
5	set	Colored Plastic Balls, Small 100s	7	425.00	2,975.00
6	pcs	Medal DepEd, KAGAWARAN XL (Gold,Silver, Bronze)	100	48.00	4,800.00
7	pcs	Medal DepEd, KAGAWARAN L (Gold,Silver, Bronze)	25	38.00	950.00
8	pack	Paper Parchment A4, 10s	20	38.00	760.00
9	roll	Paper Tape 48mm	20	42.00	840.00
10	pcs	SCISSORS BIG HEAVY DUTY	17	60.00	1,020.00
11	roll	Tape, Transparent/Scotch Tape/Plastic Tape 2 inches	20	55.00	1,100.00
12	pack	Specialty Paper 200 gsm A4 10s	20.00	42.00	840.00
					33,931.00

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:

Keede Office Supplies Trading
0975112213

Signature over Printed Name of Supplier

Date

Very truly yours,

CLARINDA E. L. SIMBLANTESignature 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