

PURCHASE ORDER

DEPED, DIVISION OF OZAMIZ CITY

Supplier : KEEDEE OFFICE SUPPLIES TRADING	P.O. No. : 2025-06-002
Address : OZAMIZ CITY	Date : 06/20/2025
TIN : 306-794-052-00001	Mode of Procurement : Shopping
Gentlemen:	

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

Place of Delivery : BALINTAWAK ES		Delivery Term : within 15 days			
Date of Delivery : Within 15 days from the receipt of P.O		Payment Term : COD			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	Printer Eco Tank All-in-One, Epson L3210	5	9500	47,500.00
2	pc	Paper Cutter Board A4, Heavy Duty	1	600	600.00
(Total Amount in Words)			Forty-eight thousand one hundred pesos only.		Total Amount: 48,100.00

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:

KEEDEE OFFICE SUPPLIES TRADING

Signature over Printed Name of Supplier

Date

Very truly yours,

JOCELYN G. RUSIANA

Signature over Printed Name of
Authorized Official

SCHOOL HEAD

Designation

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	