

**PURCHASE ORDER**  
**DIVISION OF TANGUB CITY**

Entity Name

|  |  |
|--|--|
| Supplier : Crown Paper and Stationer<br>Address : Ozamiz City<br>TIN : _____ | P.O. No. : _____<br>Date : <u>12/27/2019</u><br>Mode of Procurement : <u>SVP</u> |
|--|--|

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

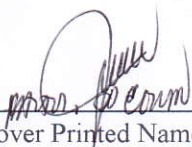
|   |   |
|---|---|
| Place of Delivery : Tangub City<br>Date of Delivery : _____ | Delivery Term : _____<br>Payment Term : _____ |
|---|---|

| Stock/<br>Property No. | Unit | Description                                | Quantity | Unit Cost | Amount           |
|------------------------|------|--|----------|-----------|------------------|
| 1                      | pcs  | Plastic Expanding Envelope                 | 110      | 87.45     | 9,619.50         |
| 2                      | pc   | Epson Printer L3110                        | 1        | 10,070.00 | 10,070.00        |
| 3                      | ream | Bond Paper Long                            | 30       | 220.00    | 6,600.00         |
| 4                      | ream | Bond Paper A4                              | 150      | 209.00    | 31,350.00        |
| 5                      | pcs  | Ballpen                                    | 110      | 7.15      | 786.50           |
| 6                      | pcs  | Notebook                                   | 110      | 10.75     | 1,182.50         |
| 7                      | pcs  | Brown Envelope                             | 110      | 3.30      | 363.00           |
| 8                      | pc   | Epson Ink L3110 (Black)                    | 5        | 371.00    | 1,855.00         |
| 8                      | pc   | Epson Ink L3110 (Cyan)                     | 5        | 371.00    | 1,855.00         |
| 8                      | pc   | Epson Ink L3110 (Magenta)                  | 5        | 371.00    | 1,855.00         |
| 8                      | pc   | Epson Ink L3110 (Yellow)                   | 5        | 371.00    | 1,855.00         |
| 8                      | pcs  | Clear Book A4                              | 110      | 54.95     | 6,044.50         |
| 8                      | pack | Specialty Board                            | 100      | 60.50     | 6,050.00         |
| 8                      | ream | Specialty Paper                            | 2        | 968.00    | 1,936.00         |
| 8                      | pcs  | Battery - Super Heavy Duty (C size/format) | 24       | 104.50    | 2,508.00         |
| 8                      | pcs  | Sticker Paper A4                           | 50       | 6.05      | 302.50           |
|                        |      |  |          |           | <b>84,232.50</b> |

**(Total Amount in Words) Eighty Four Thousand Two Hundred Thirty Two Pesos & 50/100**

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:

  
\_\_\_\_\_  
Signature over Printed Name of Supplier

\_\_\_\_\_  
Date

Very truly yours,

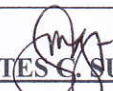
  
**AGUSTINES E. CEPE, CESO V**

Signature over Printed Name of Authorized Official

Schools Division Superintendent

Designation

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

  
**MARITES C. SUMINGUIT**  
Signature over Printed Name of Chief Accountant/Head  
of Accounting Division/Unit

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

Amount : \_\_\_\_\_

