

PURCHASE ORDER
DIVISION OF TANGUB CITY
Entity Name

Supplier : Zenn Variety Store	P.O. No. : 0223005
Address : <u>Tangub City</u>	Date : 03-3-23
TIN : _____	Mode of Procurement :

Gentlemen:

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

Place of Delivery : <u>Division of Tangub City</u>	Delivery Term : <u>5 days</u>
Date of Delivery : _____	Payment Term : <u>30 days</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Ballpen Black	123	6.00	738.00
2	box	Binder Clip Backfold 15mm	5	24.00	120.00
3	box	Binder Clip Backfold 19mm (small)	6	30.00	180.00
4	box	Binder Clip Backfold 32mm (medium)	13	36.00	468.00
5	box	Binder Clip Backfold 51mm (large)	19	74.50	1,415.50
6	ream	Bondpaper Long	67	230.00	15,410.00
7	ream	Bondpaper Short	5	180.00	900.00
8	pc	Brown Envelope Long	370	4.80	1,776.00
9	pc	Calculator	1	720.00	720.00
10	pc	Cashbook	3	69.50	208.50
11	pc	Computer Ink 003 black	27	259.50	7,006.50
12	pc	Computer Ink 003 cyan	4	269.50	1,078.00
13	pc	Computer Ink 003 magenta	4	269.50	1,078.00
14	pc	Computer Ink 003 yellow	4	269.50	1,078.00
15	pc	Computer Ink Brother black	2	450.00	900.00
16	pc	Computer Ink Brother cyan	1	460.00	460.00
17	pc	Computer Ink Brother magenta	1	460.00	460.00
18	pc	Computer Ink Brother yellow	1	274.50	274.50
19	pc	Computer Ink Epson 664 black	3	259.50	778.50
20	pc	Computer Ink Epson 664 magenta	2	259.50	519.00
21	pc	Computer Ink Epson 673 Cyan	2	349.50	699.00
22	pc	Computer Ink Epson 673 yellow	2	349.50	699.00
23	pc	Correction Tape	49	19.50	955.50
24	pc	Expanded Envelope (Blue)	200	18.00	3,600.00
25	pc	Expanded Envelope (Orange)	50	18.00	900.00
26	box	Fastener	3	45.00	135.00
27	pc	File Saver	76	149.50	11,362.00
28	pc	Finger Tip Moistener	4	38.75	155.00
29	pc	Flag 3x5	10	289.50	2,895.00
30	pc	Folder Long	480	7.00	3,360.00
31	pc	Folder Short	100	6.00	600.00
32	set	Highlighter (3pc/set - assorted)	1	59.50	59.50
33	pc	Logbook 500s	19	110.00	2,090.00
34	pc	Masking Tape #1	2	29.50	59.00
35	pc	Masking Tape #2	3	39.85	119.55
36	pc	Packing Tape 2"	10	34.00	340.00
37	box	Paper Clip jumbo	8	23.00	184.00
38	pc	Pencil Sharpener	1	4.85	4.85
39	pc	Pentel Pen Black	30	43.00	1,290.00
40	pack	Photo Paper A4	5	75.00	375.00
41	pc	Puncher Heavy Duty (2 Hole)	1	195.00	195.00
42	box	Rubber Band (box)	1	18.00	18.00
43	pc	Scissors	2	45.00	90.00
44	pc	Sign Pen 0.4 BL-GC4 G TEC Pen (Black)	24	85.00	2,040.00
45	pc	Sign Pen 0.4 BL-GC4 G TEC Pen (Blue)	12	85.00	1,020.00
46	pc	Sign Pen 0.4 BL-GC4 G TEC Pen (Red)	24	85.00	2,040.00
47	pc	Sign Pen 0.7 black (Pilot)	48	75.00	3,600.00
48	pc	Signpen black	235	15.00	3,525.00
49	pc	Signpen blue	32	15.00	480.00
50	pack	Specialty Board Paper A4 20 GSM	48	50.00	2,400.00

51	ream	Specialty Paper Long (Light Green)	2	650.00	1,300.00
52	pc	Stamp Pad	5	38.00	190.00
53	pc	Stamp Pad Ink Violet	15	19.00	285.00
54	box	Staple Wire #35	24	38.00	912.00
55	pc	Stapler Heavy Duty with Staple wire Remover	9	104.00	936.00
56	pad	Sticky Note	13	30.00	390.00
		X-X-X-X-X-X-X			
					84,871.90


(Total Amount in Words) **Eighty Four Thousand Eight Hundred Seventy One Pesos and Ninety Cents**

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:

Very truly yours,

ZENN VARIETY STORE
 Signature over Printed Name of Supplier
9-3-23


NIMFA R. LAGO, PhD, CESO VI
 Assistant Schools Division Superintendent
 OIC- Office of the Schools Division Superintendent

Date

Funds Available: _____

ORS/BURS No. : _____

ANNA DAPHNE C. MUGAR, CPA
 Accountant III

Date of the ORS/BURS: _____

Amount : _____