

Procurement SOLUTIONS

LOCAL PURCHASE ORDER

Requestor's Name:	Venedick P. Bragas	Date Requested:	09-11-2025
Position:	Intern	Purchase Order No.	5
Department:	IT Department	Official Receipt No.	
Purpose/Use:	pc set		

Supplier/ Vendor Name: Acme IT Supplies	TIN No.: 123-456-789	VAT <input checked="" type="checkbox"/> Non-VAT <input type="checkbox"/>
Contact Person Mark Rivera	Contact Number 0917-000-1111	
Address 123 Tech Park, Metro City		

Item No.	Item	Item Description	Quantity	Unit Price	Total Cost
1		Logitech B100 Mouse	1	Php 200.00	Php 200.00
2		Dell Optiplex 3060 core i5 8th gen	1	Php 20,996.00	Php 20,996.00
3		Logitech K120 Keyboard	1	Php 200.00	Php 200.00
4		AIWA 24 INC FHD IPS	1	Php 5,490.00	Php 5,490.00

Shipping	Php 0.00
Discount	Php 0.00
VaTable Sales (Ex Vat)	Php 26,886.00
12% Vat	Php 3,226.32
TOTAL:	Php 26,886.00

Prepared by:

Approved by:

(Sign over printed Name)
Venedick P. Bragas

(Sign over printed Name)
Finance Controller

Verified by:

Received by:

(Sign over printed Name)
Department Head

(Sign over printed Name)
Venedick P. Bragas