

Global Agility SOLUTIONS

LOCAL PURCHASE ORDER

Requestor's Name:	Requestor User	Date Requested:	08-21-2025
Position:	Requestor	Purchase Order No.	3
Department:	Procurement	Official Receipt No.	
Purpose/Use:	Keyboards and mice replacement		

Supplier/ Vendor Name: OfficeHub Trading	TIN No.:	VAT ____ Non-VAT ____
--	-----------------	-------------------------------------

Item No.	Item	Item Description	Quantity	Unit Price	Total Cost
1	Logitech K120 Keyboard	Logitech K120 Keyboard	100	Php 250.00	Php 25,000.00
2	Logitech B100 Mouse	Logitech B100 Mouse	100	Php 200.00	Php 20,000.00

Shipping	0.00
Discount	0.00
VaTable Sales (Ex Vat)	
12% Vat	
TOTAL:	45,000.00

Prepared by:

Approved by:

(Sign over printed Name)
Requestor's Name

(Sign over printed Name)
Finance Controller

Verified by:

Received by:

(Sign over printed Name)
Department Head

(Sign over printed Name)
Requestor / Authorized Personnel