**LOCAL PURCHASE ORDER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requestor’s Name:** | Armando Ronquillo | **Date Requested:** | 09/08/2025 |
| **Position:** | Safety Officer | **Purchase Order No.** |  |
| **Department:** | H.R Department | **Official Receipt No.** |  |

|  |  |
| --- | --- |
| **Purpose/ Use:** | For production |

|  |  |  |
| --- | --- | --- |
| **Supplier/ Vendor Name:** |  | **TIN No.:** |
| **Supplier/ Vendor Address:** |  | **VAT \_\_\_ Non-VAT \_\_\_** |
| **Contact Person:** |  | |
| **Contact Number:** |  | |
| **Delivery Date:** |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Item** | **Item Description** | **Quantity** | **Unit Price** | **Total Cost** |
| 1 | Light | LED Down Light | 30 | 510 | 15300 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Discount:** |  |
| **Delivery Fee:** |  |
| **TOTAL:** | 15,300 |