

PURCHASE REQUISITION TO :**RFM**

Bacolod City,Philippines

Tel No. 132-1234

Purchase Order # 12345

Balance Due PHP500.00

Purchase Order Date 2017-06-01

Payment Terms Due On Receipt

Due Date 2017-06-01

Status **Confirmed**

ITEMS & DESCRIPTION	QTY	RATE	AMOUNT
Papaya Soap	4	PHP 25.00	PHP100.00
Sub Total			PHP100.00
Total			PHP98.00
10%			PHP10.00
VAT			PHP12.00