PURCHASE ORDER

(PO)

*INSTRUCTIONS*

1. The PO is a form/document used by the agency/entity, addressed to a supplier, to deliver specific quantities of supplies/goods/property subject to the terms and conditions contained in the PO.
2. This form shall be accomplished as follows:
3. **LGU *–*** name of the local government unit
4. **Supplier/Address/TIN *–*** name, address and TIN of the supplier
5. **P.O. No. *–*** the number assigned to the PO which shall be as follows:

0000– 00 –0000

Serial number (one series for each year)

Month

Year

1. **Date** *–* date of the preparation of the PO
2. **Mode of Procurement** *–* mode of procurement such as public bidding, through Procurement Service, limited source bidding, direct contracting, repeat order, shopping, and negotiated procurement in accordance with RA No. 9184
3. **PR No./s –** corresponding Purchase Request No./s
4. **Place/Date of Delivery *–*** place of delivery and definite date/s of delivery; if not stated, the date of delivery shall mean seven (7) calendar days after the receipt of the PO by the supplier
5. **Delivery Term** *–* delivery term i.e., FOB destination, FOB shipping point
6. **Payment Term** *–* specified period required when the delivered goods shall be paid and discounts, if any, such as 2/10, n/30
7. **Stock/Property No.*–***stock/property number of the goods to be purchased as provided by the Supply and/or Property Division/Unit
8. **Unit** *–* unit of measurement of the supplies/goods/property being procured (i.e., piece, roll, box, ream, etc.)
9. **Description** *–* brief description of the supplies/goods/property being procured
10. **Quantity** *–* quantity of supplies/goods/property being procured
11. **Unit Cost** *–* cost per unit of the supplies/goods/property being procured
12. **Amount** *–* total amount of the supplies/goods/property being procured(Quantity x Unit Cost)
13. **Penalty Clause** *–* penalty to be imposed by the agency/entity in case of non-compliance with the term, that is, one-tenth (1/10) of one percent for every day of delay on the undelivered item/s
14. **Approval –**signature over printed name and designation of the Approving Official
15. **Conforme** – signature over printed name of supplier or his/her representative signifying his/her approval to the term set by the agency/entity and the date of signing
16. In case of negotiated purchase, the Secretary to the Sanggunian shall indicate the Sanggunian Resolution Number under which the local Sanggunian approved the contract. The Secretary shall certify the fact in the certified correct portion.
17. It shall be prepared in four (4) copies distributed as follows:

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| *Original* | – | to the Supplier for conforme to the terms of the PO and as attachment to the DV upon request for payment |
| *Copy 2* | – | retained by the Supply and/or Property Division/Unit for file |
| *Copy 3* | – | to be submitted to COA within five (5) days after conformity by the supplier |
| *Copy 4* | – | Supplier’s copy |