**PURCHASE ORDER «doctype»**

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier: | «supplier» | P.O. No.: | «pono» |
| Address: | «address» | Date: | «date» |
| TIN: | «tin» | Mode of Procurement: | NP-SVP |

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein

|  |  |  |  |
| --- | --- | --- | --- |
| Place of Delivery: | «placeofdelivery» | Delivery Term: | «deliveryterm» |
| Date of Delivery: | «dateofdelivery» | Payment Term: | «paymentterm» |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Stock No. | Unit | Description | Qty | Unit Cost | Amount |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| 1. This Contract is subject to 5% penalty of the total value of undelivered goods in case of failure of the Supplier to deliver the complete items and specifications upon acceptance of the purchase order. 2. In case of failure to take the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. | |
| Conforme:  **«SUPPLIER»**  Signature Over Printed Name of Supplier  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | Very truly yours,  Authorized Official |

|  |  |
| --- | --- |
| Funds Available:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Accountant | ObR/BUR No.: \_\_\_\_\_\_\_\_\_  Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |