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| **PURCHASE ORDER**  **Republic of the Philippines**  **«AGENCY»**  **«agency-address»** | | | | | |
| Supplier: | «supplier» | | P.O. No.: | | «pono» |
| Address: | «address» | | Date: | | «date» |
| TIN: | «tin» | | Mode of Procurement: | | «mop» |
| 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 |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| The above articles are to be used in «office».  In case of failure to make delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed. | |
| Conforme:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature Over Printed Name of Supplier  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | Very truly yours,  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  University President |
| Funds Available:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Accountant III | ObR/BUR No.: \_\_\_\_\_\_\_\_\_\_\_\_  Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |