

PURCHASE ORDER MAGANDA ELEMENTARY SCHOOL

Entity Name

Supplier : Formosa School & Office Supplies	P.O. No. : 2022-01-0003
Address :	Date : 01-21-2022
TIN : 157-686-860-000	Mode of Procurement : Shopping

Gentlemen:

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

Place of Delivery : MAGANDA ELEMENTARY SCHOOL	Delivery Term : _____
Date of Delivery : APRIL 18, 2022	Payment Term : CASH

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	reams	Bond Paper (A4)	44	Php 145.00	Php 6,380.00
2	reams	Bond Paper Long	44	Php 170.00	Php 7,480.00
3	bottle	Computer Ink Brother 5000(Cyan, yellow)	11	Php 200.00	Php 2200.00
4	bottle	Computer Ink Epson 003(Cyan, yellow)	24	Php 260.00	Php 6240.00
5	bottle	Computer Ink Brother D60(Black)	14	Php 260.00	Php 3640.00
6	bottle	Computer Ink Epson 003(Black)	14	Php 260.00	Php 3640.00
7	pcs	Folder Long	32	Php 7.00	Php 224.00
8	pc	Glue 130 grams	1	Php 45.00	Php 45.00
9	pcs	Marker (whiteboard, black)	2	Php 20.00	Php 40.00
10	pcs	Marker(Permanent) Black	3	Php 30.00	Php 90.00
11	pcs	Packaging Tape	2	Php 50.00	Php 100.00
12	pcs	Scotch Tape	4	Php 15.00	Php 60.00
13	boxes	Staple Wire #35	17	Php 35.00	Php 595.00
				Total	Php 30,734.00

Thirty six thousand four hundred eighty six pesos and seventy five centavos

In case of failure to make 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 on the undelivered item/s.

Conforme:

Very truly yours,

STEPHEN TAN GO

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

04-18-2022

Date

Principal I

Designation

Fund Cluster : 1101101
Funds Available : _____

Accountant III

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____