

## PURCHASE ORDER

\_\_\_\_\_  
Entity Name

Supplier : _____			P.O. No. : _____		
Address : _____			Date : _____		
TIN : _____			Mode of Procurement : _____		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : _____			Delivery Term : _____		
Date of Delivery : _____			Payment Term : _____		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>(Total Amount in Words)</b>  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:  <div style="text-align: center; margin-top: 20px;">           _____            Signature over Printed Name of Supplier         </div> <div style="text-align: center; margin-top: 20px;">           _____            Date         </div>			Very truly yours,  <div style="text-align: center; margin-top: 20px;">           _____            Signature over Printed Name of Authorized Official         </div> <div style="text-align: center; margin-top: 20px;">           _____            Designation         </div>		
Fund Cluster : _____ Funds Available : _____  <div style="text-align: center; margin-top: 20px;">           _____            Signature over Printed Name of Chief Accountant/Head of            Accounting Division/Unit         </div>			ORS/BURS No. : _____ Date of the ORS/BURS: _____  Amount : _____		