**PURCHASE ORDER**

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier: | «supplier» | P.O. No.: | «pono» |
| Address: | «address» | Date: | «date» |
| TIN: | «tin» |  |  |

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» |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item 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

Very truly yours,

**JUDE A. DUARTE, DPA**

University President

Conforme:

Signature Over Printed Name of Supplier

Date:

|  |  |
| --- | --- |
| Funds Available:  **LEO A. OMAMALIN**  Accountant | ObR/BUR No. \_\_\_\_\_\_\_\_\_  Date of the ObR/BUR: \_\_\_\_\_\_\_\_\_\_  Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |