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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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,  **«signatory\_1»**  «title\_1» |
| Funds Available:  **«signatory\_2»**  «title\_2» | ObR/BUR No.: \_\_\_\_\_\_\_\_\_\_\_\_  Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |