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| **PURCHASE ORDER** | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | |
| **SK of BARANGAY:** | | | | | **${brgy}** | |  | | | |  | | | City/Municipality: | | | | | | **${municipality}** | | | |
| **Tel No.:** | | | | | ${tel\_no} | |  | | | |  | | | Province: | | | | | | **${province}** | | | |
| Supplier: | | | ${supplier\_name} | | | | | | | | | | | **P.O. NO.** | | | | **${po\_no}** | | | | | |
| Address: | | | ${sup\_address} | | | | | | | | | | | **Date:** | | | | **${po\_date}** | | | | | |
| Tel No.: | | | ${sup\_tel\_no} | | | | | | | | | | | **Mode of Procurement:** | | | | | | | | | |
| Tin No.: | | | ${sup\_tin} | | | | | | | | | | | **${mode\_procurement}** | | | | | | | | | |
| ***Gentlemen:*** *Please deliver to this office the following articles subject to the terms and conditions contained herein:* | | | | | | | | | | | | | | | | | | | | | | | |
| **Place of Delivery:** | | | | | ${delivery\_place} | | | | | | | **Delivery Term:** | | | | | | | ${delivery\_term} | | | | |
| **Date of Delivery:** | | | | | ${delivery\_date} | | | | | | | **Payment Term:** | | | | | | | ${payment\_term} | | | | |
|  | | **UNITS** | | | **PARTICULAR** | | | | | | | | **QUANTITY** | | | | **UNIT PRICE** | | | | **AMOUNT** | | |
| **${count}** | | **${unit}** | | | **${item}** | | | | | | | | **${qty}** | | | | **${price}** | | | | **${amount}** | | |
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| ***(Total Amount in Words)*** | | | | **${total\_words} PESOS ONLY.** | | | | | | | | | | | | | | | | | **${total}** | | |
| *In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent*  *for every day of delay shall be imposed on the undelivered item/s.* | | | | | | | | | | | | | | | | | | | | | | | |
| Conforme: | | | | | | | | | | Very Truly yours, | | | | | | | | | | | | | |
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| **${supplier\_name}** | | | | | | | | | | **${sk\_chairperson}** | | | | | | | | | | | | | |
| **Signature over Printed Name of Supplier** | | | | | | | | | | **SK Chairperson** | | | | | | | | | | | | | |
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| **Date** | | | | | | | | | | **Date** | | | | | | | | | | | | | |
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| **Availability of the budget or funds received for specific purpose:** | | | | | | | | | | | | |  | | | |  | | | |  | | |
| **Funds Available: ${fund} ${fund\_source}** | | | | | | | | | | | | |  | | | |  | | | |  | | |
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| **${bmo}** | | | | | | | | |  | | | |  | | |  | | | | | | |  |
|  | **Signature over Printed Name of Budget Monitoring Officer** | | | | | | | | |  | | |  | | | | **Date** | | | |  | | |
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