



## **PROCUREMENT OFFICE**

## PURCHASE ORDER

36616

Supplier: POWER ON ENTERPRISE CO.	P.O. No. : IGF-164-21-09-288
Address: JC AQUINO AVE., BUTUAN CITY	Date : Sep 7, 2021
TIN : _____	Mode of Procurement: Shopping-Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)
Savings/Current Account Name: _____	Savings/Current Account Number: _____
Gentlemen:	
Please furnish this office the following articles subject to the terms and conditions contained herein:	
Place of Delivery Caraga State University - Main Campus	Delivery Term : FOB Destination
Date of Delivery: Thirty (30) days after receipt of PO	Payment Term: Within 30 days upon receipt of delivery and

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	INK REFILL, *Brother BTD60BK 6500, black. UNIT: BOTTLE, QUANTITY: 1	1	1,240.00	1,240.00
		1 SIGN PEN, *BLACK, 0.7mm needle tip, 12 pieces per box UNIT: BOX, QUANTITY: 2			

XXXXXXXXX NOTHING FOLLOWS XXXXXXXXX

**Total Amount in Words:**

**One Thousand Two Hundred Forty pesos only.**

**TOTAL AMOUNT:** 1,240.00

P.R. No.: IGF-164-21-07-285

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 everyday of delay shall be imposed on the undelivered item/s.

Conforme:

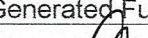
Very truly yours,

**PENKY C. ARANETA**  
**POWER ON ENTERPRISE CO.**  
Signature over Printed Name of Supplier  
**SALES STAFF**

**ANTHONY M. PENASO, Ph.D.**

CSU President  
Designation

Page 1 of 1

Fund Cluster :	164-Internally Generated Fund	ORS/BURS No:	164-21-09-788
Funds Available	1,240.00	Date of the ORS/BURS	9-8-2021
 Anna Victoria T. Ducena, CPA		Amount	1,240.00
Signature over Printed Name of Chief Accountant/Head of accounting Division/Unit			

## **PURCHASE ORDER LIST**

Supplier : POWER ON ENTERPRISE CO.  
P.O. No. : IGF-164-21-09-288

P.R. No.: IGF-164-21-07-285

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	BOTTLE	INK REFILL *Brother BTD60BK 6500, black.	1	500.00	500.00
	BOX	SIGN PEN *BLACK, 0.7mm needle tip, 12 pieces per box	2	370.00	740.00

xxxxxxxxx NOTHING FOLLOWS xxxxxxxxx

**Total Amount in Words:**

**One Thousand Two Hundred Forty pesos only.**

**TOTAL AMOUNT:** 1,240.00