



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 P.O.

Payment Term : Within 30 days upon receipt of delivered items

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	INK REFILL, *Brother BT60BK 6500, black. UNIT: BOTTLE, QUANTITY: 1	1	1,240.00	1,240.00
		SIGN PEN, *BLACK, 0.7mm needle tip, 12 pieces per box UNIT: BOX, QUANTITY: 2			

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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:

PENKY C. ARANETA
 POWER ON ENTERPRISE CO.
 Signature over Printed Name of Supplier
20 SEP 2021
 Date

Very truly yours,

ANTHONY M. PENASO, Ph.D.
 Signature over Printed Name of Authorized Official
 CSU President
 Designation

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Fund Cluster : 164-Internally Generated Fund
Funds Available 1,240.00
Anna Victoria T. Ducena, CPA
 Signature over Printed Name of Chief
 Accountant/Head of accounting Division/Unit

ORS/BURS No: 164-21-09-788
Date of the ORS/BURS 9-8-2021
Amount 1,240.00

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

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Total Amount in Words:

One Thousand Two Hundred Forty pesos only.

TOTAL AMOUNT: 1,240.00