



## PURCHASE ORDER

Supplier: SHERIE ESPAÑO GLASS & ALUMNI SUPPLY  
 Address: Nabua, Camarines Sur  
 TIN : \_\_\_\_\_

P.O. No. : 2019-06-152  
 Date : 6-03-19  
 Mode of Procurement: Negotiated-53.9  
Small Value Procurement

Gentlemen:  
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: CSPC, Supply and Property Office  
 Date of Delivery : 15 days after the receipt of Purchase Order

Delivery Term: 15 days (FOB Destination)  
 Payment Term: Upon delivery and inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1		15x23" Aluminum Frame	40	300	12,000.00
		- Provision of New VGMO -			
<b>(Total Amount in Word)</b>		<i>Twelve Thousand Pesos Only</i>			<b>₱ 12,000.00</b>

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

Conforme :

Very truly yours,

SHERIE ESPAÑO GLASS & ALUMNI SUPPLY  
 Signature over Printed Name of Supplier

DR. TERESITA B. SALAZAR  
 Signature over Printed Name of Authorized Official

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 OIC-CSPC  
 Designation

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_

MARIA FRANCIA S. ABACA  
 Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit