



## PURCHASE ORDER

Supplier: R. MIJARES PHOTOCOPY CENTER  
 Address: San Nicolas, Nabua, Camarines Sur  
 TIN : \_\_\_\_\_

P.O. No. : 2018-10-0327  
 Date : 10-17-18  
 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	pcs	Book Binding	200	49.00	9,800.00
- Book Binding Expenses for the Institutional Accreditation Purposes -					-
<b>(Total Amount in Word)</b> <i>Nine Thousand Eight Hundred Pesos Only</i>					<b>₱ 9,800.00</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,

R. MIJARES PHOTOCOPY CENTER

Signature over Printed Name of Supplier

OCT. 26, 2018

Date

DR. DULCE F. ATIAN

Signature over Printed Name of Authorized Official

SUC President III

Designation

Fund Cluster : AS  
 Funds Available : 9,800.00

ORS/BURS No. : 401-10-10-521  
 Date of the ORS/BURS: 10/18/18  
 Amount : 9,800.00

MARIA FRANCIA S. ABACA

Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit

OCT 18 2018