

**RECEIVED
 PROCUREMENT OFFICE**
 Date: 4-12-19
 Time: 8:20
 Received By: [Signature]

PURCHASE ORDER

Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION
 Address: G/F Metrobank Bldg., Peñafrancia Aven., Naga City
 TIN : 002-332-000-000

P.O. No. : 2019-03-0082
 Date : 3-15-19
 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
OSI-305	pcs	Toner, black TN116 INEO 165e	8	3,437.50	27,500.00
OSI-306	pcs	Developer Toner Black, TN116 AIUCODO	9	3,437.50	30,937.50
OSI-307	pcs	Developer Toner Black, TN118 A3VWODO	9	3,125.00	28,125.00
OSI-308	pcs	Toner Black, INEO226	8	3,125.00	25,000.00
- Procurement of Toner Ink at Records, Accreditation & Library Office (3 rd Quarter for 2019) -					
(Total Amount in Word) One Hundred Eleven Thousand Five Hundred Sixty-Two Pesos & 50/100					₱ 111,562.50

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,

[Signature]
COPYLANDIA OFFICE SYSTEMS CORPORATION
 Signature over Printed Name of Supplier

[Signature]
DR. DULCE F. ATIAN
 Signature over Printed Name of Authorized Official

4-15-19
 Date

SUC President III
 Designation

Fund Cluster : 01
 Funds Available : 111,562.50

COMMISSION ON AUDIT
 COPY - NABUA
RECEIVED
 BY: [Signature] TIME: 3:15
 DATE: 4/16/19 LOG. NO. 101

ORS/BURS No. : MOSE-19-04-381
 Date of the ORS/BURS: 4-3-19
 Amount : 111,562.50

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