



Date: 3/26/19 Time: \_\_\_\_\_  
 Received by: \_\_\_\_\_

## PURCHASE ORDER

Supplier: NEW ONGTO EXPRESSMART INC.  
 Address: Highway 1, San Miguel, Iriga City  
 TIN : 009-937-435-000

P.O. No. : 2019-03-0064  
 Date : 03-6-19  
 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  
 Payment Term: Upon delivery and inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Stapler (big) #35	1	340.50	340.50
2	pc	Staple Wire #35	1	48.10	48.10
3	Pc	Stamping Pad (violet)	1	45.45	45.45
4	pcs	Folder Long Size	20	5.05	101.00
5	Pcs	Folder Short Size	20	3.96	79.20
6	reams	Coupon Bond Long Size (subs. 16)	2	187.10	374.20
7	reams	Coupon Bond Short Size (subs. 20)	2	167.50	335.00

- Procurement of Office Supplies for NSTP Office -

(Total Amount in Word) One Thousand Three Hundred Twenty-Three Pesos & 45/100 **₱ 1,323.45**

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]*  
**NEW ONGTO EXPRESSMART INC.**  
 Signature over Printed Name of Supplier

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

3/26/19  
 Date

SUC President III  
 Designation

Fund Cluster : 07  
 Funds Available : 1,629,25

**COMMISSION ON AUDIT**  
**CSPC - NABUA**  
**RECEIVED**  
 DATE: 3/28/19 TIME: 4:12  
 LOG. NO. 87

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

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