



**OFFICE OF THE PRESIDENT**  
**CAMARINES SUR POLYTECHNIC COLLEGES**  
**RECEIVED**  
 BY: 10/18/18  
 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

GSPC-F-PROC-27

**PURCHASE ORDER**

Supplier: **NEW ONGTO EXPRESSMART INC.** P.O. No. : **2018-10-0325**  
 Address: **Highway 1, San Miguel, Iriga City** Date : **10-17-18**  
 TIN : **009-937-435-000** 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** Delivery Term: **15 days**  
 Date of Delivery : **15 days after the receipt of Purchase Order** Payment Term: **Upon delivery and inspection**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
155-025	reams	Bondpaper (Long) -Subs. 20	100	194.95	19,495.00

- Procurement of Bond Paper (Long) for Institutional Accreditation -

(Total Amount in Word) **Nineteen Thousand Four Hundred Ninety-Five Pesos Only** **₱ 19,495.00**

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,

*by: [Signature]*  
**NEW ONGTO EXPRESSMART INC.**  
 Signature over Printed Name of Supplier  
10/25/18  
 Date

*[Signature]*  
**DR. DULCE F. ATIAN**  
 Signature over Printed Name of Authorized Official  
**SUC President III**  
 Designation

**COMMISSION ON AUDIT**  
**16/26/18**  
**RECEIVED**  
 BY: 8 TIME: 2:00  
 DATE: 10/26/18 LOC. NO. 3/B

Fund Cluster : 05 ORS/BURS No. : 401-12-10-524  
 Funds Available : PRAPS Date of the ORS/BURS: 10/18/18  
 Amount : 19,495.00

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