

OFFICE OF THE PRESIDENT
CAMARINES SUR POLYTECHNIC COLLEGES
RECEIVED
 BY: [Signature]
 DATE: 10-27-18 TIME: _____
 CSPC-F-PROC-27

PURCHASE ORDER

Supplier: **THESSON'S MARKETING**
 Address: **Cor. Lerma Panganiban Drive, Naga City**
 TIN : **192-868-465-000**

P.O. No. : **2018-10-0346**
 Date : **10-25-18**
 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
		Balance forwarded...			2,357.50
8	boxes	Paper Clip Big	3	20.00	60.00
9	Pcs	Pentel Pen Big (Blue, Black, Red) (3 pcs/each)	9	32.00	288.00
10	pcs	High Lighter -Pelikan (Blue and Red)	2	30.00	60.00
11	pcs	Plastic and Masking Tape (1 inches) (2 pcs/each)	4	26.50	106.00
12	pcs	Wall Clock Battery (AA) Eveready	4	25.00	100.00
13	1 box	Colored Memo Cubes 1 box Assorted (4x4)	1	54.00	54.00
14	box	Push Pins 50's	1	25.00	25.00

- Procurement of Office Supplies for NSTP Office use -

(Total Amount in Word) **Three Thousand Fifty Pesos & 50/100** **₱ 3,050.50**

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 :
[Signature]
THESSON'S MARKETING
 Signature over Printed Name of Supplier
10/31/18
 Date

Very truly yours,
[Signature]
DR. DULCE F. ATIAN
 Signature over Printed Name of Authorized Official
 SUC President III
 Designation

Fund Cluster : 07
 Funds Available : 3,000

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

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____