

**RECEIVED**

**PURCHASE ORDER**

OFFICE OF THE PRESIDENT  
 Camarines Sur Polytechnic Colleges  
 Date: 4-3-19 Time: \_\_\_\_\_

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

P.O. No. : 2019-03-0101  
 Date : 3-28-19  
 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
00-00-19-OE	unit	Photocopying Machine	1	43,890.00	43,890.00
		- INeo 165			

(Total Amount in Word) Forty-Three Thousand Eight Hundred Ninety Pesos Only **₱ 43,890.00**

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,

*Genalyn G. Abian*  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**

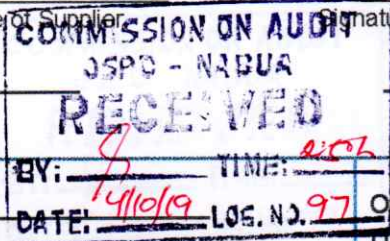
*DR. DULCE F. ATIAN*  
**DR. DULCE F. ATIAN**

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

4-8-19

Date



SUC President III  
 Designation

Fund Cluster : 05  
 Funds Available : 43,890.00

ORS/BURS No. : 401-19-04-74  
 Date of the ORS/BURS: 4-01-19  
 Amount : 43,890.00

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