



RECEIVED
 OFFICE OF THE PRESIDENT
 Camarines Sur Polytechnic College
 Date: 6.1.18
 Received by: [Signature]

CSPC-F-PROC-27

PURCHASE ORDER

Supplier: S.F CASTRO ARTS & FRAMES
 Address: Naga City
 TIN : 114-080-369-000

P.O. No. : 2018-04-0113
 Date : 04-03-18
 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
 Payment Term: Upon delivery and inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Plaque of Appreciation	1	3,500.00	3,500.00
<i>Order supplies + Mat. Exp.</i>					
- Procurement of Plaque of Appreciation for Former Alumni Trustee -					
(Total Amount in Word) <u>Three Thousand Five Hundred Pesos Only</u>					₱ 3,500.00

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,

[Signature]
S.F CASTRO ARTS & FRAMES
 Signature over Printed Name of Supplier
6-5-18
 Date

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

COMMISSION BY AUDIT
 OSPO - NAGA
 RECEIVED
 BY: [Signature] TIME: 3:20h
 DATE: 6/1/18 LOG. NO: 178

Fund Cluster : _____
 Funds Available : _____

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

[Signature]
ATTY. HAZEL V. PAGUIO
 Signature over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit

MAY 31 2018