



OFFICE OF THE PRESIDENT
CAMARINES SUR POLYTECHNIC COLLEGES
RECEIVED
 CSPPC-F-PROC-27
 BY: [Signature]
 DATE: 11/16/18 TIME: _____

PURCHASE ORDER

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

P.O. No. : 2018-10-0348
 Date : 10-26-18
 Mode of Procurement: Direct Contracting

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
00-00-18- PE-	pcs	Ribbon Color YMCKOK - For ID Maker Machine	20	3,800.00	76,000.00
- Procurement of Ribbon Color YMCKOK for Printer of ID for Employees and Students of this College -					

(Total Amount in Word) Seventy-Six Thousand Pesos Only **₱ 76,000.00**

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]
COPYLANDIA OFFICE SYSTEMS CORPORATION

[Signature]
DR. DULCE F. ATIAN

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

11-15-18
 Date

SUC President III
 Designation

COMMISSION ON AUDIT
CSPPC - NABUA
RECEIVED
 BY: [Signature] TIME: 1:05
 DATE: 11/16/18 LOG. NO. 236

Fund Cluster : 05
 Funds Available : 76,000

ORS/BURS No. : 401-18-10-594
 Date of the ORS/BURS: 10/30/18

Amount : 76,000

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