Republic of the Philippines
CAMARINES SUR POLYTECHNIC COLLEGES
Nabua, Camarines Sur

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

CSPC-F-PROC-27

PURCHASE ORDER

Supplier: BODEGA GLASSWARE
Address: 75 Prieto & Abella St., Naga City
TIN : 102-708-057-000

P.O. No. : 2018-10-0324
Date : 10-17-18
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
00-00-18-OE	pcs	Swivel Chair NX-3512 (Missh Back)	2	3,269.00	6,538.00
		-			
		-			
		- *Procurement of Swivel Chair for ICT Dean's Office* -			
(Total Amount in Words)		*Six Thousand Five Hundred Thirty-Eight Pesos Only*			**₱ 6,538.00**

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 :

BODEGA GLASSWARE
Signature over Printed Name of Supplier

10-25-18
Date

Very truly yours,

DR. DULCE F. ATIAN
Signature over Printed Name of Authorized Official

SUC President III
Designation

COMMISSION ON AUDIT
RECEIVED
BY: _____ TIME: 2:25
DATE: 10/26/18 LOG. NO. 314

Fund Cluster : 01
Funds Available : 6,538.-

ORS/BURS No. : CO-18-10-1283
Date of the ORS/BURS: 10-17-18
Amount : 4,531.-

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

OCT 18 2018