

OFFICE OF THE PRESIDENT  
 CAMARINES SUR POLYTECHNIC COLLEGES  
**RECEIVED**  
 BY: [Signature]  
 DATE: 1-31-18 TIME: \_\_\_\_\_

# PURCHASE ORDER

Supplier: BONING'S TRADING  
 Address: 36-38 General Luna St., Naga City  
 TIN : 106-089-021-000

P.O. No. : 2019-01-0014  
 Date : 1-31-18  
 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
00-00-19-OE	unit	Office Table with Chair	1	4,998.94	4,998.94

- Procurement of Table and Chair at ISO Office -

**(Total Amount in Word)** Four Thousand Nine Hundred Ninety-Eight Pesos & 94/100 **₱ 4,998.94**

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 :

**SUSAN C. SIA**  
 General Manager  
 Boning's Trading

Very truly yours,

**BONING'S TRADING**

**DR. DULCE F. ATIEN**

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

2/6/2019  
 Date

SUC President III  
 Designation

**COMMISSION ON AUDIT**  
 OSPO - NABUA  
**RECEIVED**

Fund Cluster : 01  
 Funds Available : 4,998.94

BY: \_\_\_\_\_ TIME: 1:20  
 DATE: 2/7/19 LOG. NO. 27

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_

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