

PURCHASE ORDER

Supplier: <u>COPYLANDIA OFFICE SYSTEMS CORPORATION</u> Address: <u>G/F Metrobank Bldg., Peñafrancia Aven., Naga City</u> TIN : <u>002-332-000-000</u>	P.O. No. : <u>2018-08-0226</u> Date : <u>08-09-18</u> Mode of Procurement: <u>Negotiated-53.9</u> Small Value Procurement
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Gentlemen:
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>CSPC, Supply and Property Office</u> Date of Delivery : <u>15 days after the receipt of Purchase Order</u>	Delivery Term: <u>15 days</u> Payment Term: <u>Upon delivery and inspection</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
00-00-18- PE-	bottles	Toner (ineo 226)	5	3,125.00	15,625.00

- Procurement of Toner ineo 226 for Coilege Library -

(Total Amount in Word) <u>Fifteen Thousand Six Hundred Twenty-Five Pesos</u>	₱ 15,625.00
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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

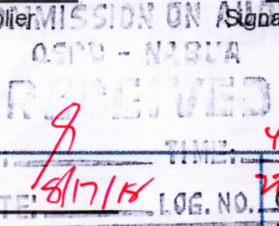
Signature over Printed Name of Authorized Official

8/14/18

Date

SUC President II

Designation



Fund Cluster : _____
Funds Available : _____

ORS/BURS No. : 100F-18-08-1012

Date of the ORS/BURS: 8/9/18

Amount : ₱ 15,625.00

[Signature]
MARIA FRANCIA S. ABACA

Signature over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit

AUG 13 2018