



RECEIVED
 DATE: 5/21 BY: [Signature]

RECEIVED
 OFFICE OF THE PRESIDENT
 Camarines Sur Polytechnic Colleges
 Date: 5/21/18
 Received by: [Signature]

CSPC-F-PROC-27

PURCHASE ORDER

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

P.O. No. : 2018-05-0169
 Date : 05-23-18
 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- PE-	pcs	Toner Ineo 165e	2	3,437.50	6,875.00

COMMISSION ON AUDIT
 05/23/2018
RECEIVED
 BY: [Signature] TIME: 1:05
 DATE: 6/1/18 LOG. NO. 162
 Office of Supplies and Procurement

- Procurement of Toner for Photocopier at Records Office-

(Total Amount in Word) Six Thousand Eight Hundred Seventy-Five Pesos Only **₱ 6,875.00**

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 over Printed Name of Supplier
5/31/18
 Date

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

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 29 2018