



OFFICE OF THE PRESIDENT
CAMARINES SUR POLYTECHNIC COLLEGES
RECEIVED
 BY: [Signature]
 DATE: _____ TIME: _____

CSPC-F-PROC-27

PURCHASE ORDER

Supplier: BONING'S TRADING Address: 36-38 General Luna St., Naga City TIN : 106-089-021-000	P.O. No. : 2018-09-0262 Date : 09-5-18 Mode of Procurement: Negotiated-53.9 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>	Delivery Term: <u>15 days (FOB Destination)</u>
Date of Delivery: <u>15 days after the receipt of Purchase Order</u>	Payment Term: <u>Upon delivery and inspection</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Metal Documents Filer	4	324.95	1,299.80

- Procurement of Metal Documents Filer for ISO Office -

(Total Amount in Word)	One Thousand Two Hundred Ninety-Nine Pesos & 80/100	₱ 1,299.80
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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,

BONING'S TRADING

DR. DULCE F. ATIAN

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

Date

SUC President III

Designation

Fund Cluster : 01
 Funds Available : 1,299.80

BY: [Signature] TIME: 4:05
 DATE: 9/5/18 LOG. NO: 264

ORS/BURS No. : MODE-18-09-1156
 Date of the ORS/BURS: 9/6/18
 Amount : ₱ 1,299.80

MARIA FRANCIA S. ABACA

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

SEP 07 2018