# PURCHASE ORDER

**JOSE RIZAL MEMORIAL STATE UNIVERSITY**
**KATIPUNAN CAMPUS**
Agency

| | | | | | |
|---|---|---|---|---|---|
| Supplier | RI-RI AUTO PARTS | P.O. No.: | A0001 | Date: | Jan. 2, 2013 |
| Address: | Dipolog City | PR No.: | 12-12-A209 | Date: | Dec. 17, 2012 |
| | | Mode of Procurement | | | |

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

| | | | |
|---|---|---|---|
| Place of Delivery: | (J.Ronquillo) KNAS-Katipunan, Z.N | Delivery Term: | 7 cal. Days |
| Date of Delivery: | | Payment Term: | |

| Item No. | Quantity | unit | Item / Description | Unit Cost | Amount |
|---|---|---|---|---|---|
| | | | | | - |
| 1. | 1 | pc. | Cylinder Head Gasket | 1,300.00 | 1,300.00 |
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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 (1%) for every day of delay shall be imposed.

Conforme:

RI-RI AUTO PARTS
Supplier / Dealer / Contractor

Date

Very truly yours,

RICKY A. REGAÑON
Administrative Officer I

| | | |
|---|---|---|
| nds Available: | Amount: Php 1,300.00 | Approved: |
| CORAZON I. MEÑOSA<br>Administrative Assistant III | ALOBS No.:<br>M000-13-01-024 | AIDA O. LAÑOSO, Ed. D.<br>Campus Administrator |