



PURCHASE ORDER

JOSE RIZAL MEMORIAL STATE UNIVERSITY
KATIPUNAN CAMPUS
Agency

Supplier: SECC COMPUTER SALES
Address: Dipolog City

P.O. No.: A0004 Date: Jan. 18, 2013

PR No.: 01-13-A006 Date: Jan. 16, 2013

Mode of Procurement

Gentlemen:

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

Place of Delivery: (R.Malate) KNAS-Katipunan, Z.N

Delivery Term: 7 cal. Days

Date of Delivery: _____

Payment Term: _____

Item No.	Quantity	Unit	Item / Description	Unit Cost	Amount
1.	40	pcs.	Brown Large envelop-Long	4.00	160.00
2.	30	pcs.	Bali pen-Black	6.00	180.00
- 3.	30	pcs.	Notebook 30 Leaves	12.00	360.00
- 4.	30	pcs.	Whiteboard Pentel pen Black	45.00	1,350.00
- 5.	3	pcs.	Printer ink Canon Black #810	760.00	2,280.00
- 6.	3	pcs.	Printer ink Canon Colored #811	960.00	2,880.00
- 7.	5	pcks.	Parchment paper (20 pcs/pack)	4.00	400.00
- 8.	1	rm.	U.S Band paper Long S-20 (Infinite)	170.00	170.00
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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.

Very truly yours,

Conforme

SECC COMPUTER SALES
RICKY M. REGANON
Administrative Officer I

RICKY M. REGANON
Administrative Officer I

Funds Available:

24,000
CORAZON I. MEÑOSA
Administrative Assistant III

Amount: PNP 1,780.00

ALOBS No.: _____

TF-2W-

Approved:

Aidos
AIDA O. LANIOSO, Ed. D.
Campus Administrator