



PURCHASE ORDER

JOSE RIZAL MEMORIAL STATE UNIVERSITY
KATIPUNAN CAMPUS
Agency

Supplier: RRCC COMPUTER SALES
Address: Dipolog City

P.O. No.: A0032 Date: May 16, 2013
PR No.: 05-13-A065 Date: May 6, 2013
Mode of Procurement

Gentlemen,

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

Place of Delivery: (F.Empeynado) KNAS-Katipunan, Z.N
Date of Delivery: _____

Delivery Term: 7 cal. Days
Payment Term: _____

Item No.	Quantity	unit	Item / Description	Unit Cost	Amount
1.	2	units	Hard disk 500 GB Western Digital	4,300.00	8,600.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Contractor: RRCC COMPUTER SALES
Supplier / Dealer / Contractor
Date: _____

Very truly yours,
Ricky A. Reganon
Administrative Officer I

Finance Available: Corazon L. Merrosa
Administrative Assistant III

Amount: Php. 8,600.00
Approved: _____

Approved: Aida G. Larrosa
Ed. D. Campus Administrator