



PURCHASE ORDER

JOSE RIZAL MEMORIAL STATE UNIVERSITY
KATIPUNAN CAMPUS
Agency

Supplier: APPLE'S COMPUTER CENTER
Address: Dipolog City

P.O. No.: A0042 Date: June 10, 2013
PR No.: 05-13-A081 Date: May 9, 2013
Mode of Procurement

Gentlemen:

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

Place of Delivery: (D.Felislida) KNAS-Katipunan, Z.N
Date of Delivery: _____

Delivery Term: 7 cal. Days
Payment Term: _____

Item No.	Quantity	unit	Item / Description	Unit Cost	Amount
1.	5	reams	U.S Bond paper, Long (subs-20)	160.00	800.00
2.	5	reams	U.S Bond paper, Short (subs-20)	142.00	710.00
3.	3	reams	Mimeograph Paper w/W Long	138.00	414.00
4.	2	reams	Colored Paper (assorted color)	148.00	296.00
5.	10	pcks.	Certificate paper (canon ivory, Long)	35.00	350.00
6.	2	bots.	Pentel Pen Ink (Pilot) Black	78.00	156.00
7.	1	box.	Staple wire #35	25.00	25.00
8.	2	bxs.	Vinyl coated Paper Clip (small)	8.00	16.00
9.	15	pcs.	Expanding Envelope (brown)	10.00	150.00
10.	1	pc.	Record Book (300 pages)	61.00	61.00
11.	5	pcs.	Panda Crystal Ball Pen (Black)	4.50	22.50
12.	3	pcs.	MyGel Sign Pen (0.8mm, no. 31)	23.00	69.00
13.	4	pcs.	Correction Tape (5mm x 6m)	14.00	56.00
14.	2	pcs.	Ruler (6 inches)	4.50	9.00
15.	2	pcs.	Binder clips (1 inch, no. 111)	2.00	4.00
16.	3	bxs.	Paper Fastener Plastic Coated	32.00	96.00
17.	1	pc.	Cork Board (2 x 3)	780.00	780.00
18.	5	pcs.	Cartolina (assorted color)	6.50	32.50
19.	10	pcs.	File Folder, Long 14 pts.	4.50	45.00
20.	1	set	Book Holder	88.00	88.00
21.	1	pc.	Folder Filer (single)	67.00	67.00
22.	10	pcks.	Letter Envelope 25's	12.00	120.00
23.	5	pcks.	Index Tab	186.00	930.00

					5,297.00

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.

Conforme:

Apple's Computer Center
Supplier / Dealer / Contractor

Date

Very truly yours,

Ricky A. Reganon
Administrative Officer I

Funds Available:

Corazon I. Meñosa
Administrative Assistant III

Amount: Php 5,297.00

ALOBS No.: _____

11-211

Approved:

Aida O. Lanioso, Ed. D.
Campus Administrator