



PURCHASE ORDER

JOSE RIZAL MEMORIAL STATE UNIVERSITY
KATIPUNAN CAMPUS
Agency

Supplier: SECC COMPUTER SALES
Address: Dipolog City

P.O. No.: A0054 Date: June 10, 2013
PR No.: 05-13-A087 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: G. Damiel
Date of Delivery: _____

Delivery Term: 7 cal. Days
Payment Term: _____

Item No.	Quantity	unit	Item / Description	Unit Cost	Amount
1.	2	reams	U.S Bond paper, Long (subs-20)	162.00	324.00
2.	2	reams	U.S Bond paper, short (subs-20)	151.00	302.00
3.	2	bots	Pentel Pen Ink (Pilot)	76.00	152.00
4.	2	bxs.	Staple Wire #35	32.00	64.00
5.	3	bxs.	Vinyl Coated paper clip (small)	7.00	21.00
6.	15	pcs.	Expanding Envelope (Brown)	12.00	180.00
7.	3	pcs.	Gel Air Freshener (Glade)	220.00	660.00
8.	10	pcs.	Panda Crystal Ball Pen (Black)	5.00	50.00
9.	3	pcs.	MyGel Sign Pen (0.5mm, no.31)	20.80	62.40
10.	5	pcs.	Correction Tape (5mm x 6m)	65.00	325.00
11.	2	pcs.	Blinder Clips (1 inch, no. 111)	3.80	7.60
12.	3	bxs.	Paper Fastener Plastic coated	28.00	84.00
13.	1	pc.	Paper Cutter	920.00	920.00
14.	10	pcs.	Folder (Ordinary, Long)	3.90	39.00
16.	2	pcs.	Folder Filer (single)	130.00	260.00
17.	1	bxs.	Letter Envelope	475.00	475.00
18.	5	pcks.	Index Tab	10.00	100.00
19.	2	pcs.	Computer Ink Canon #810 Black	710.00	1,420.00
20.	2	pcs.	Computer Ink Canon #811 colored	915.00	1,830.00
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					7,276.00
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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:

SECC COMPUTER SALES

Supplier / Dealer / Contractor

Date

Very truly yours,

Ricky A. Regañon
RICKY A. REGAÑON
Administrative Officer I

Funds Available:

Corazon I. Meñosa
CORAZON I. MEÑOSA
Administrative Assistant III

Amount: Php 7,276.00

ALOPS No.: _____

TF-2N

Approved:

Aida D. Lanioso
AIDA D. LANIOSO, Ed. D.
Campus Administrator

date of receipt