



## PURCHASE ORDER

JOSE RIZAL MEMORIAL STATE UNIVERSITY  
KATIPUNAN CAMPUS  
Agency

Supplier SECC COMPUTER SALES, SERVICES  
Address: Dipolog City

P.O. No. A0077 Date: July 15, 2013  
PR No. 06-13-A109 Date: June 24, 2013  
Mode of Procurement

Gentlemen:

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

Place of Delivery: (R. Regafon) KNAS-Katipunan, Z.N  
Date of Delivery: \_\_\_\_\_

Delivery Term: 7 cal. Days  
Payment Term: \_\_\_\_\_

Item No.	Quantity	unit	Item / Description	Unit Cost	Amount
1.	25	reams	U.S Bond paper, short (sub-20)	126.00	3,150.00
2.	25	reams	Ordinary Bond Paper, Long (S-16)	148.00	3,700.00
3.	25	reams	Ordinary Bond paper, short (S-16)	125.00	3,125.00
4.	8	rolls	Cellophane Tape 2" x 90" clear	39.00	312.00
5.	18	tubes	Touch & Go	36.00	648.00
6.	10	reams	Mimeo paper G/W Long #18	115.00	1,150.00
7.	10	reams	Mimeo paper G/W short #18	108.00	1,080.00
8.	20	reams	Mimeo paper W/W Long #20	148.00	2,960.00
9.	20	reams	Mimeo Paper W/W short #20	139.00	2,780.00
10.	24	bxes.	Paper Clip Plastic Coated (small)	7.50	180.00
11.	20	bxes.	Paper Clip Plastic Coated (Big)	22.00	440.00
12.	12	bxes.	Paper Fastener Plastic Coated	24.00	288.00
13.	24	pcs.	Record Book 500 pages	70.00	1,680.00
14.	6	reams	File Folder Long 14 pts.	3.25	1,950.00
15.	4	reams	File Folder short 14 pts.	3.50	1,400.00
16.	10	rolls	masking Tape 1 x 50	26.00	260.00
17.	4	bxes.	Pentel Pen Pilot Black (12 pcs./bx)	34.00	1,632.00
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					26,735.00
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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, SERVICES  
Supplier / Dealer / Contractor

Date

Very truly yours,

Ricky A. Regafon  
Administrative Officer I

Funds Available:

Corazon I. Meñosa  
Administrative Assistant III

Amount: Php 26,735.00  
ALOS No. \_\_\_\_\_  
M606

Approved:

Aida O. Lamoso, Ed. D.  
Campus Administrator