



PURCHASE ORDER

Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo, Obrero, Davao City

Supplier : STARBRIGHT OFFICE DEPOT INC.	P.O. No. : <u>200-18-0290 A</u>
Address : V. Mapa St, Poblacion District, Davao City, 8000 Davao del Sur	Date : <u>10/23/2020</u>
TIN : 005-978-639-002 VAT	Mode of Procurement : Shopping

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

Place of Delivery : USEP CBA-Obrero Campus	Delivery Term : 25 days
Date of Delivery : <u>11-20-2020</u>	Payment Term : 15 days

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	REAMS	Bond Paper- short, SUB 24, 80 GSM	100	190.00	19,000.00
2	REAMS	Bond Paper- A4, SUB 24, 80 GSM	77	192.00	14,784.00
3	REAMS	Bond Paper- Legal, SUB 24, 80 GSM	80	220.00	17,600.00
NOTHING FOLLOWS					
<p><i>RC: 164-SP DAR = SARANEANI</i></p> <p><i>PR# 200-06-2014</i></p> <p><i>DAD: 10/23/2020</i></p>					
					51,384.00

Less Tax:
 1% 458.79
 5% 2,293.93 **2,752.72**

Total Amount in Words: Forty Eight Thousand Six Hundred Thirty One Pesos and 28/100 only. 48,631.28

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

Conforme: *[Signature]* **ANDRESA FER DURAN**
 Signature over Printed Name of Supplier
10/28/2020
 Date

Very truly yours,
[Signature] **MA. LUISA B. FAUNILLAN**
 Signature over Printed Name of Authorized Official
 Vice President for Administration Designation

RECEIVED BY: JACKIE
 DATE/TIME: OCT 30 2020

Fund Cluster : <u>07- TR</u>	ORS/BURS No. : <u>02-308603-2020-10-0257</u>
Funds Available : _____	Date of the ORS/BURS: <u>10-20-2020</u>
ROLANDO R. ENRIQUEZ Chief Accountant/Head of Accounting Division/Unit <i>[Signature]</i>	Amount : <u>51,384.00</u> <i>[Signature]</i> <u>10/23/2020</u> LDP 0162-1049-69