



# PURCHASE ORDER

Republic of the Philippines  
UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Obanero Campus, Bo, Obanero, Davao City

Supplier: PROGRESS HOME AND OFFICE FURNISHINGS P.O. No.: 2019-10-0860  
Address: Quimpo Blvd. Ecoland Drive, Davao City Date: 08 October 2019  
TIN: 002-884-643-012 VAT: \_\_\_\_\_ Mode of Procurement: Shopping

Gentlemen:

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

Place of Delivery: OSAS

Date of Delivery: Nov. 8, 2019

Delivery Term: 25 days

Payment Term: 15 days

| Property No. | Unit | Description   | Quantity | Unit Cost | Amount    |
|--------------|------|---|----------|-----------|-----------|
| 1            | pc.  | Office Table <u>dim: 120x60x75cm</u><br>*** nothing follows *** | 6        | 8,000.00  | 48,000.00 |



RECEIVED BY: Janeh  
DATE/TIME: OCT 17 2019  
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|              |          |                  |
|--------------|----------|------------------|
| Total Amount | -        | 48,000.00        |
| Less: Tax 1% | 428.57   |                  |
| Less: Tax 5% | 2,142.86 | 2,571.43         |
| <b>TOTAL</b> |          | <b>45,428.57</b> |

(Total Amount in Words) Forty Five Thousand Four Hundred Twenty Eight Pesos & Fifty Seven Centavos Only.

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

Conforme:

Very truly yours,

JERRY P. ANADA

Signature over Printed Name of Supplier

10-15-19

Date

MA. UJISA B. FAUNILLAN

Vice President for Administration

Designation

Fund Cluster: 05-16F

Funds Available:

ORS/BURS No.: 02-206441-2019-10-2069

Date of the ORS/BURS: 10/10/19

Amount: 48,000-

ROLANDO F. ENRIQUEZ

Signature over Printed Name of Chief Accountant/

Head of Accounting Division/Unit

10/10/19  
DR 0915-010315-030