



# PURCHASE ORDER

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

Supplier: **EMCOR INC - MATINA** P.O. No.: **2019-11-1108**  
 Address: **MGR Bldg. Matina Crossing, Davao City** Date: **NOVEMBER 26, 2019**  
 TIN: **090-075-476-112** Mode of Procurement: **Shopping**

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

Place of Delivery: <b>College of Information and Computing</b>		Delivery Term: <b>25 days</b>			
Date of Delivery: <b>January 6, 2020</b>		Payment Term: <b>15 days</b>			
Stock/PROPERTY No.	Unit	Description	Quantity	Unit Cost	Amount
1	Unit	Kolin 2.5HP Split Type Aircon (R410A-Refrigerant) Installation Fee (1st 10ft.)  xxx nothing follows xxx  	1	53,380.00 4,000.00	53,380.00 4,000.00
note: Airconditioner note: Installation Fee (1st 10ft.)					Total Amount: ..... less tax 1% -476.61 less tax 5% -2,383.04 less tax 2% -71.43 less tax 5% -178.57 ----- 54,270.35
(Total Amount in Words) <b>Fifty Four Thousand Two Hundred Seventy Peas and 35/100 Only</b>					

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.

Conforms: *TERESA A. LUMONG* Very truly yours, *MA. LUISA B. FAUNILLAN*  
 Signature over Printed Name of Supplier Signature over Printed Name of Authorized Official  
 Date: **12/11/19** Vice President for Administration  
 Designation

Fund Cluster: **05-10F** ORS/BURS No.: **02-406491-2019-12-3420**  
 Funds Available: \_\_\_\_\_ Date of the ORS/BURS: **12/2/19**  
 Amount: **57,380.-**  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit: *[Signature]* **12/11/19**  
 Name: **ROLANDO ENRIQUEZ**  
 Designation: \_\_\_\_\_

