

# **PURCHASE ORDER**

## University of Southeastern Philippines

Supplier : _____ Address : _____ TIN : _____	P.O. No.: _____ Date: _____ Mode of Procurement: _____
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Gentlemen:

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

Place of Delivery :				Delivery Term :		
Date of Delivery :				Payment Term:		
Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
						-
						-
						-
						-

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.

Very truly yours,

Conforme:

**PG MICRO WORLD COMPUTERS**  
Signature over Printed Name

**DR. RODULFO C. SUMUGAT**  
Vice President for Administration

Funds Available:  <b>MA. LUISA B. FAUNILLAN</b> CAO-Finance	B.U.R. NO.: _____ Date: _____ Amount: _____
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