



**PURCHASE ORDER**



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

Supplier: <b>PHILCOPY CORPORATION</b>	P.O. No.: <b>2020-10-0275</b>
Address: <b>6 Surveiyor Street, Bajada, Dvao City</b>	Date: <b>OCTOBER 13, 2020</b>
TIN: <b>000-169-318-024 vat</b>	Mode of Procurement: <b>Shopping</b>

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

Place of Delivery: <b>Supply and Management Unit</b>	Delivery Term: <b>25 days</b>
Date of Delivery: <b>Nov. 15, 2020</b>	Payment Term: <b>15 days</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
7	cart	TONER CARTRIDGE FOR KYOCERA MITA TASKALFA 181 ***Nothing Follows***	1	7,300.00	7,300.00
		RC 101 PDD PR# 2020-09-2/22 DTD: 9/17/2020			
		Fund 101 - Consolidated			

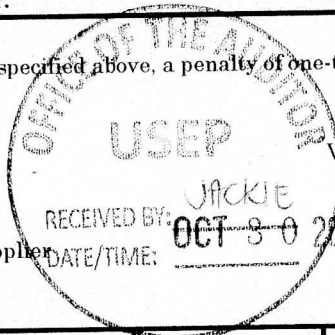
Total Amount .....	7,300.00
less tax 1%	65.18
less tax 5%	325.89
	<b>6,908.93</b>

**SIX THOUSAND NINE HUNDRED EIGHT PESOS & 93/100 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:

*ARLUN BAUTISTA*  
 Signature over Printed Name of Supplier  
**ARLUN BAUTISTA**  
 10/29/2020  
 Date



Very truly yours,

*MA. LUISA B. FAUNILLAN*  
**MA. LUISA B. FAUNILLAN**  
 Vice President for Administration

Fund Cluster: **01 - RAF**  
 Funds Available:

*ROLANDO B. ENRIQUEZ*  
**ROLANDO B. ENRIQUEZ**  
 Director, Finance Division

ORS/BURS No.: *02/19/10/2020-10-1068*  
 Date of the ORS/BURS: *10/20/2020*  
 Amount: *7,300.00*