

# PURCHASE ORDER



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

Supplier : **GH OFFICE DEPOT** P.O. No. : 2019-07-0488  
 Address : **88-88A Monteverde Ave., Davao City** Date: JULY 23, 2019  
 TIN : **000-074-144-000** Mode of Procurement : Shopping

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

Place of Delivery : **USEP Sports and Cultural Center (Gymnasium)** Delivery Term : \_\_\_\_\_  
 Date of Delivery : 8/26/19 Payment Term : \_\_\_\_\_

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Packs	Sticker Paper, Matte, A4 Size	100	25.50	2,550.00
	Packs	Glossy Photo Sticker Paper, A4 Size	20	92.50	1,850.00
	Packs	Photopaper, A4	100	56.70	5,670.00
	rolls	Duct tape	10	56.30	563.00
	pcs	Multi Tray Kraft 4 Drawer, Kraft, Black, Legal	3	796.10	2,388.30
	packs	Toilet Tissue Roll, 48rolls/pack	6	145.60	873.60
***Nothing Follows***					
Total Amount . . . . .					13,894.90
less tax 1%					124.06
less tax 5%					620.31
Thirteen Thousand One Hundred Fifty Pesos and 53/100 Only.					744.37
					13,150.53

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:

*Mark Anthony Pamos*  
**MARK ANTHONY PAMOS**

Signature over Printed Name of Supplier  
7/26/19 Date

Very truly yours,

*M Luisa B. Faunillan*  
**MA. LUISA B. FAUNILLAN**  
 Signature over Printed Name of Authorized Vice President for Administration Designation

Fund Cluster : 06-15RF ORS/BURS No. 02-206411-2019-07-0123  
 Funds Available : \_\_\_\_\_ Date of the ORS/BURS: 7/23/19  
 Amount : 13,894.90

**ROLANDO P. ENRIQUEZ**  
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit 8/19/19  
 DEP 0915-010314-030