



# PURCHASE ORDER

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

Supplier: **EDUBIZZ COMPUTER SERVICES** P.O. No.: 2019-11-111  
Address: **Diaz Mali, Claveria Davao City** Date: 6-Nov-19  
TIN: **939-071-097-001 NV** Mode of Procurement: Shopping

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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	SIGNAGES Labor and Installation fee NOTHING FOLLOWS a.) centraboard (5) mm thick with panaflex printed (College of Education Signboard) b.) Office and rooms small signages (2 x 20) inches	1	32,600.00 3,000.00	32,600.00 3,000.00

OFFICE OF THE AUDITOR  
USEP  
RECEIVED BY: Jandh DATE/TIME: 11-22-2019

Total Amount: 3,000.00  
Less tax: 2% 60.00 / 3% 90.00 /  
150.00 / 2,850.00  
Total amount: 32,600.00  
Less Tax: 1% 326.00 / 3% 978.00 /  
1,304.00  
31,296.00 / 29,988.00

Total Amount in Words: Thirty Four Thousand 00 Hundred Fourty Six Pesos Only.

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

Conforme: Kris M. a Top Very truly yours, M. Luisa B. Faunillan  
Signature over Printed Name of Supplier  
Signature over Printed Name of Authorized Official  
Date: Nov. 14, 19 Vice President of Administration

Fund Cluster: 05-16F  
Funds Available: 05-201901-2019-11-3060  
Date of the ORS/BURS: 11/11/19  
Amount: 32,600.

ROLANDO R. ENRIQUEZ  
Chief Accountant/Head of Accounting Division/Unit  
11-8  
11/16/19 DOP ORS-010315-000

RECEIVED  
per 9:25  
12 NOV 2019