Appendix 61

PURCHASE ORDER

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

Supplier : **GH OFFICE DEPOT**	P.O. No. : **2019-11-1059**
Address : **88-8A T. Monteverde Ave., Davao City**	Date : **NOVEMBER 19, 2019**
TIN : **000-074-144 VAT**	Mode of Procurement : **Shopping**

Gentlemen:

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

Place of Delivery : Supply and Management Unit	Delivery Term : 25 days
Date of Delivery :	Payment Term : 15 days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	802	62.30	49,964.60
40	roll	NOTE PAD, stick-on, NEON color, assorted, 1"x 3" size	10	64.50	645.00
		Nothing Follows			
		Fund 101 - Consolidated			

Total Amount		50,609.60
less tax 1%	451.87	
less tax 5%	2,259.36	2,711.23
FORTY-SEVEN THOUSAND EIGHT HUNDRED NINETY-EIGHT PESOS & 37/100 ONLY.		**47,898.37**

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:

Signature over Printed Name of Supplier

12-9-2019
Date

Very truly yours,

MA. LUISA B. FAUNILLAN
Vice President for Administration

Fund Cluster: 01-RAF
Funds Available :

ROLANDO B. ENRIQUEZ
Director, Finance Division

ORS/BURS No. : 021011012019-12-001730
Date of the ORS/BURS: 12/2/19
Amount : ₱ 50,609.60
11/20/19

OFFICE OF THE AUDITOR
USEP
RECEIVED BY: Janeth
DATE/TIME: DEC 11 2019 / 2:10 PM

RECEIVED
03 DEC 2019
1:00