



PURCHASE ORDER
DEPARTMENT OF JUSTICE
REGIONAL PROSECUTION OFFICE REGION-XIII CARAGA
Entity Name



Supplier : PHILCOPY CORPORATION	P.O. No. : 2020-02-002
Address : BUTUAN CITY	Date : February 28, 2020
TIN :	Mode of Procurement : DIRECT CONTRACTING

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

Place of Delivery :	Regional Prosecution Office - Caraga, Butuan City	Delivery Term : 15 DAYS	Payment Term : 30 DAYS		
Date of Delivery :					
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	cart.	TONER CARTRIDGE FOR KYOCERA TASKALFA 3010 xxxxxxxxxxxxnothing followsxxxxxxxxxxxx	2	8,500.00	17,000.00
(Total Amount in Words)		Seventeen Thousand pesos.	TOTAL	₱17,000.00	

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

Date

Very truly yours,

JOHN S. MAGDARAOG

Signature over Printed Name of Authorized

Regional Prosecutor

Designation

Fund Cluster : _____

Funds Available : _____

Signature over Printed Name of Chief Accountant/Head of
Accounting Division/Unit

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____