



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



Supplier : <b>SANDEES PRINT &amp; COMPUTER CENTER</b>	P.O. No. : <b>2020-11-012</b>
Address : <b>BUTUAN CITY</b>	Date : <b>November 23, 2020</b>
TIN :	Mode of Procurement : <b>SVP</b>

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
Date of Delivery :		Payment Term : 30 DAYS

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	bottle	INK, EPSON #003 BLACK	8	295.00	2,360.0
	bottle	INK, EPSON #003 MAGENTA	1	295.00	295.0
	bottle	INK, EPSON #003 YELLOW	1	295.00	295.0
	bottle	INK, EPSON #003 CYAN	1	295.00	295.0
		xxxxxxxxxxxxxxxxnothing followsxxxxxxxxxxxxxxxxxxxxxxxx			

11/23/2020  
 9:46AM

(Total Amount in Words)	<b>Three Thousand Two Hundred Forty-Five pesos</b>	<b>TOTAL</b>	<b>₱3,245.00</b>
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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:

Very truly yours,

*Laurela Ruyita*  
 Signature over Printed Name of Supplier  
 11-25-2020  
 Date

*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 : \_\_\_\_\_