Appendix 61

PURCHASE ORDER

DEPARTMENT OF JUSTICE

REGIONAL PROSECUTION OFFICE REGION-XIII CARAGA

Entity Name

Supplier : COMPAÑERO COMMERCIAL	P.O. No. : 2020-11-011
Address : BUTUAN CITY	Date : November 23, 2020
TIN :	Mode of Procurement : SVP

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
	piece	Ballpen, black	340	4.00	1,360.00
	piece	Ballpen, blue	72	4.00	288.00
	piece	Ballpen, red	104	4.00	416.00
	piece	Clip, bulldog, all-metal 73mm min.	10	12.00	120.00
	piece	Columnar notebook, 12 columns, 50 leaves	2	28.00	56.00
	case	Push pin, flat head type	3	30.00	90.00
	piece	Sign pen, black refillable liquid gel (0.5 needle tip)	70	20.00	1,400.00
	piece	Sign pen refill, black	126	16.00	2,016.00
	piece	Stapler, standard with remover	20	100.00	2,000.00
		xxxxxxxxxxnothing followsxxxxxxxxxxxxxxxxxx			
(Total Amount in Wor		Seven Thousand Seven Hundred Forty-Six pesos		TOTAL	₱7,746.00

11/20/2020 9:46 AM

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

11/23/20

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 : _____