

**PURCHASE ORDER**

Department of Justice

Agency

Supplier: <b>E-COPY CORPORATION</b>	P.O. No.: 2020-07-014
Address: 5837 Zobel Roxas Street, Palanan, Makati City	Date: 7/14/2020
TIN: _____	Mode of Procurement <u>Direct Contracting</u>

Gentlemen:

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

Place of Delivery: Department of Justice, P. Faura St., Ermita Manila	Delivery Term: 30 calendar days
Date of Delivery: _____	Payment Term: Government Procedure

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pc.	Cleaner Blade copier AR-6031N	1	2,031.00	2,031.00
	pc.	Developer Blade copier AR-6031N	1	342.00	342.00
	pc.	MC Unit copier AR-6031N	1	2,031.00	2,031.00
	pc.	Transfer Unit copier AR-6031N	1	4,509.00 P	4,509.00
	pc.	Fusing Unit copier AR-6031N (for the use of Budget Division)	1	12,263.00	12,263.00
				<b>TOTAL P</b>	<b>21,176.00</b>

(Total Amount in Words) TWENTY ONE THOUSAND ONE HUNDRED SEVENTY SIX PESOS.

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,

  
Signature over Printed Name of Supplier

**ADRIAN FERDINAND S. SUGAY**

Undersecretary

Date

Fund Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_

ORS/BURS No.: \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_

Amount: \_\_\_\_\_

  
Chief Accountant