

PURCHASE ORDER
Office of the Regional Prosecutor
Region XI

Supplier: **GH Office Depot**

P.O. No.: PO-2022-CUS-SEM2-01

Address: Monteverde Street, Davao City

Date: 23-Nov-22

Mode of Procurement Shopping

RIS No./s.: RIS-2022-SEM2-001 & 002

Gentlemen:

Please furnish this office the following articles subject of the terms and conditions contained therein.

Place of Delivery: Office of the Regional Prosecutor
Region XI

Delivery Term: _____

Date of Delivery: 15 days upon receipt of approved P.O.

Payment Term: SEND BILL (ADA)

Item No.	Unit	Quantity	Description	Unit Cost	Amount	
OFFICE SUPPLIES						
1	BOXES	60	Mailing envelop, long, white, 10xx, 500's	283.20	16,992.00	
					TOTAL	16,992.00

(Total Amount in Words) **Sixteen Thousand Nine Hundred Ninety-Two and 00/100 pesos only**

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.

Conforme:

Grace L. Tolpol

(Signature over printed name)

Date

Very truly yours,

JANET GRACE B. DALISAY-FABRERO

Regional Prosecutor

(In case of Negotiated Purchase pursuant to Section 369 (a) of R.A. 7160, this portion must be accomplished.)

Approved per Sanguniang Res. No. _____

Certified Correct: _____

Date: _____

COA
REC'D
NGS
BY: *sherry ay... 11/23/22*
DATE: _____