Appendix 61

Republic of the Philippines

KALINGA STATE UNIVERSITY

Tabuk City, Kalinga

PURCHASE ORDER

Supplier : **LIGHTOUSE COOPERATIVE** P.O. No. : **2020-03-0054**

Address : **TUGUEGARAO CITY, CAGAYAN** Date : **MARCH 4, 2020**

TIN : Mode of Procurement : **SHOPPING**

Requisitioning Unit/Department: **AUXILIARY**

Gentlemen:

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

Place of Delivery : **KSU-Supply Office, Bulanao Campus** Delivery Term : **FOB DESTINATION**

Date of Delivery : **15 calendar days after the receipt of PO by the supplier** Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	reams	Paper, Multicopy, Legal	500	187.00	93,500.00
2	reams	Paper, Multicopy, A4	250	175.00	43,750.00
		x-x-x-x-x-x-x-x-x-x-x			
		GRAND TOTAL			**137,250.00**

(Total Amount in Words) *ONE HUNDRED THIRTY-SEVEN THOUSAND TWO HUNDRED FIFTY 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 on the undelivered item/s.

Conforme:

Signature over Printed Name of Supplier

Date:_____

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM

President

Requesitioning Office/Dep't	**Fund Cluster :** 05-IGT **Funds Available**	**ORS/BURS No. :** **Date of the ORS/BURS:**
LORNA C. VALDEZ Administrative Officer V	**ARNOLD A. TANDING, CPA, MBA** Accountant III	**Amount :**