Appendix 61

Republic of the Philippines

KALINGA STATE UNIVERSITY

Tabuk City, Kalinga

PURCHASE ORDER

Supplier : **LIGHTHOUSE COOPERATIVE** P.O. No. : **2020-03-0080**

Address : **TUGUEGARAO CITY, CAGAYAN** Date : **MARCH 10, 2020**

TIN : Mode of Procurement : **SHOPPING**

Requisitioning Unit/Department: **QUALITY ASSURANCE**

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	packs	Linen Board, 180gsm, 10pcs/pack, Legal, White	100	25.00	2,500.00
2	reams	PAPER, MULTICOPY, 80gsm, A4	20	195.00	3,900.00
3	reams	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	36	220.00	7,920.00
4	reams	Book Paper, Short, 80gsm	20	190.00	3,800.00
5	boxes	Pencil, Lead with Eraser, 12 pieces per box	3	72.00	216.00
6	pcs	Folder, Tagboard, Legal, 100pcs/pack	150	3.50	525.00
7	bottles	Ink Cart, compatible for Epson Printer, T6641, Black	10	245.00	2,450.00
8	bottles	Ink Cart, compatible for Epson Printer, T6642, Cyan	5	275.00	1,375.00
9	bottles	Ink Cart, compatible for Epson Printer, T6643, Magenta	5	275.00	1,375.00
10	bottles	Ink Cart, compatible for Epson Printer, T6644, Yellow	5	275.00	1,375.00
11	pcs	Flash Drive, 16GB capacity	80	300.00	24,000.00
12	pcs	Paper Bag, L/S	80	45.00	3,600.00
		x-x-x-x-x-x-x-x-x-x-x-x			
		GRAND TOTAL			**53,036.00**

(Total Amount in Words) *FIFTY-THREE THOUSAND THIRTY-SIX 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-TGI **Funds Available:**	**ORS/BURS No. :** **Date of the ORS/BURS:**
LORNA C. VALDEZ Administrative Officer V	**ARNOLD A. TANDING, CPA, MBA** Accountant III	**Amount :**