*Appendix 61*

Republic of the Philippines

# KALINGA STATE UNIVERSITY

Tabuk City, Kalinga

## PURCHASE ORDER

Supplier : GOLDEN PRESS
Address : TUGUEGARAO CITY, CAGAYAN
TIN : 102-204-254-000 VAT
**Requisitioning Unit/Department:** PRESIDENT'S OFFICE

P.O. No. : 2018-12-0993
Date : December 21, 2018
Mode of Procurement :

*Gentlemen:*

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

Place of Delivery : KSU Supply Office, Bulanao Campus, Tabuk City
Date of Delivery : 7 calendar days after the receipt of PO by the supplier

Delivery Term : _____
Payment Term : _____

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|---|---|---|---|---|---|
| 1 | pads | Routine slip @ 100 sheets, size 1/4 of short bond paper | 60 | 800.00 | 48,000.00 |
| 2 | pcs | Note Pad 23 sets @ 20 pads each full color with KSU Seal | 460 | 200.00 | 92,000.00 |
| | | x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x | | | |
| | | **GRAND TOTAL** | | | **140,000.00** |

**(Total Amount in Words)** *ONE HUNDRED FORTY THOUSAND 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:

Signature over Printed Name of Supplier
Date

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM
President

| Requesitioning Office/Dep't | | |
|---|---|---|
| | Fund Cluster : 01-RAF<br>Funds Available : | ORS/BURS No. : _____<br>**Date of the ORS/BURS:** _____ |
| LORNA C. VALDEZ<br>Administrative Officer V | ARNOLD A. TANDING, CPA, MBA<br>Accountant III | Amount : _____ |