

PURCHASE ORDER
Department of Education - Division of General Santos City

Supplier: KRISTAN EDUCATIONAL SUPPLY		P.O. No.: PO 2023 - 09 - 204			
Address: Pioneer Ave., General Santos City		Date:			
TIN:		Mode of Procurement: Alternative - SVP			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: <u>General Santos City</u>		Delivery Term: within 30 days			
Date of Delivery:		Payment Term: Auto Debit Account			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	bot	Epson 103 Ink (MAGENTA)	70	250.00	17,500.00
	bot	Epson 103 Ink (CYAN)	70	250.00	17,500.00
	bot	Epson 103 Ink (YELLOW)	70	250.00	17,500.00
	bot	Epson 103 Ink (BLACK)	91	250.00	22,750.00
	pcs	Long Expanded Folder (BROWN)	350	20.00	7,000.00
	pcs	Long Envelope (BROWN)	700	5.00	3,500.00
	pcs	Long Plastic Envelope (Transparent) (Heavy Duty)	350	17.00	5,950.00
	pcs	Ballpen (BLACK)	350	7.00	2,450.00
	pcs	Sign Pen .5 (BLACK)	35	65.00	2,275.00
	ream	A4 Book Paper (80GSM)	105	222.00	23,310.00
	ream	Long Book Paper (80gsm)	42	246.00	10,332.00
	pack	A4 Parchment Paper	220	35.00	7,700.00
	bot	Ink for White Board Markers (BLACK)	35	134.00	4,690.00
	pcs	Whiteboard Eraser	14	18.00	252.00
	pcs	WhiteBoard Pen (BLACK)	35	25.00	875.00
	pcs	Heavy Duty Stapler	7	445.00	3,115.00
	box	Staple Wire No. 35	35	35.00	1,225.00
***** nothing follows *****					
Procurement of School Supplies for Alternative Learning System - Senior High School Teachers					
(J. Lastimos)					
(Total Amount in Words) One Hundred Forty Seven Thousand Nine Hundred Twenty Four and 00/100 only					147,924.00
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					
Conforme:			Very truly yours,		
_____ Signature over Printed Name of Supplier			ISAGANI S. DELA CRUZ, CESO V Schools Division Superintendent		
_____ Date					
Fund Cluster: _____ Funds Available: _____			ORS/BURS No.: _____ Date of the ORS/BURS/: _____ Amount: _____		
SANDRA J. LACHICA-CALMA, CPA Accountant III					