

PURCHASE ORDER

DepEd , DIVISION OF CATANDUANES,

Supplier : _____ Address: _____ TIN : _____	P.O. No. : _____ Date : _____ Mode of Procurement : _____
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Gentlemen :
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : _____	Delivery Term : _____
Date of Delivery : _____	Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount

(Total Amount in Words)	
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In case of failure to make the full delivery within the time specified about, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

 School Head

Conforme:

 Signature Over Printed Name of Supplier

 Date

Funds Available : _____ <p style="text-align: center;">_____ School Finance Officer</p>	ALOBS No. : _____ Amount : _____
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