



PURCHASE ORDER
MARIANO MARCOS STATE UNIVERSITY
 City of Batac 2906 Ilocos Norte

Supplier : EXPRESSIONS STATIONERY SHOP, INC.	P.O. No. : 07308603-2021-11-727
Address : City of Batac	Date : November 26, 2021
TIN : 000-840-766-00324	Mode of Procurement: NP-Small Value

Gentlemen: PR No. 2021-10-184 (07308603) - IKSCM Prog. (M.Aquino)
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : City of Batac	Delivery Term : Pick-up
Date of Delivery : Within 20 calendar days upon receipt of P.O.	Payment Term : N/30

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
OSD-112-322	pc	Marker, fine tip, black, 12pcs/bx	60	43.50	2,610.00
OSD-112-296	rll	Tape, transparent, 1"	12	11.75	141.00
OSD-112-297	rll	Tape, transparent, 2"	12	36.75	441.00
OSD-112-341	pc	Ruler, heavy duty, plastic, 12" long	1	36.75	36.75
OSD-112-279	pc	Stapler, standard type	2	99.75	199.50
OSD-112-150	box	STAPLE WIRE, heavy duty, 23/6	50	14.75	737.50
44122105-BF-C03	pck	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/pck	25	29.95	748.75
44122105-BF-C04	pck	Clip, backfold, all metal, clamping: 50mm (-1mm), 12pcs/pck	25	34.95	873.75
				Total	5,788.25

(Total Amount in Words): Five Thousand Seven Hundred Eighty-Eight & 25/100 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,

Mariano Marcos State University
 BY AUTHORITY OF THE PRESIDENT

PRIMA FER. FRANCO
 Vice President for Academic Affairs
SHIRLEY C. AGRUPIS
 President

Fund Cluster : 07308603

Funds Available : _____

IMELDA C. CORPUZ
 Chief, Accounting Office

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____