



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

Supplier : NOVELTY ENTERPRISES Address : City of Batac TIN : 110-555-521-000	P.O. No. : 07308603-2021-11-732 Date : November 29, 2021 Mode of Procurement: NP-Small Value
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Gentlemen: PR No. 2021-08-137 (07308603) - Shallot (N.Legaspi)
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : MMSU, City of Batac Date of Delivery : Within 20 calendar days upon receipt of P.O.	Delivery Term : FOB Destination Payment Term : N/30
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
14111507-PP-M01	ream	Bond paper, A4 size, 80gsm, Copy A	20	192.00	3,840.00
14111507-PP-M02	ream	Bond paper, legal size, 80gsm, Copy & Laser	20	200.00	4,000.00
OSD-112-295	pc	Masking tape, 2"	10	65.00	650.00
OSD-112-424	bx	Staple wire, 23/8 (8mm length)	10	25.00	250.00
OSD-112-425	roll	Laminating film	2	1,200.00	2,400.00
				Total	11,140.00

(Total Amount in Words): Eleven Thousand One Hundred Forty 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.

Mariano Marcos State University
 BY AUTHORITY OF THE PRESIDENT

Conforme:

 Signature over Printed Name of Supplier

 Date

Very truly yours,

 PRIMA P. R. FRANCO
 Vice President for Academic Affairs
SHIRLEY C. AGRUPIS
 President

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Fund Cluster : 07308603
 Funds Available : _____

IMELDA C. CORPUZ
 Chief, Accounting Office

ORS/BURS No. : _____
 Date of the ORS/BURS: 12/7/2021
 Amount : ₱ 11,140.00