

**PURCHASE ORDER**  
**MARIANO MARCOS STATE UNIVERSITY**

City of Batac 2906 Ilocos Norte

MARIANO MARCOS STATE UNIVERSITY



EP986877

Supplier : <b>NOVELTY ENTERPRISES</b>	P.O. No. : 07308603-2021-12-839
Address : City of Batac	Date : December 28, 2021
TIN : 110-555-521-000	Mode of Procurement: NP- <b>Shopping</b>

Gentlemen: PR No. 2021-12-226 (07308603) - AANRRD/S.Nicolas  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : MMSU, City of Batac	Delivery Term : FOB Destination
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-112-117	box	Paper, multicopy, 80gsm, 8.5x11 \	10 \	875.00	8,750.00
OSD-112-332	box	Paper, multicopy, 80gsm, legal \	15 \	1,075.00	16,125.00
OSD-112-331	box	Paper, multicopy, 80gsm, A4 \	25 \	1,050.00	26,250.00
				<b>Total</b>	<b>51,125.00</b>

**(Total Amount in Words): Fifty-One Thousand One Hundred Twenty-Five 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 : \_\_\_\_\_