

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



Supplier : HRB OFFICE SUPPLIES AND EQUIPMENT TRADING Address : City of Batac, Ilocos Norte TIN : 926-512-142-00000	P.O. No. :07308603-2022-11-787 Date : November 23, 2022 Mode of Procurement : NP-Small Value
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Gentlemen: PR No.: 2022-09-177 (07308603)-RAISE 2/J. P. B. Ilacas
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : MMSU, City Of Batac, Ilocos Norte Date of Delivery : within 10 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
OSD-112-490	box	Binder Clip (1 1/4 inch)	10	25.00	250.00
OSD-112-486	ream	Bond Paper (A4) 80 GSM	25	235.00	5,875.00
OSD-112-464	ream	Bond Paper (Legal) 80 GSM	20	250.00	5,000.00
44121615-ST-S01	pc	Stapler, #35	2	115.00	230.00
TOTAL					11,355.00

(Total Amount in Words): Eleven Thousand Three Hundred Fifty 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.
BY AUTHORITY OF THE PRESIDENT

Conforme:

 Signature of the Name of Supplier
 Date DEC 01 2022

Very truly yours,
 PRIMA F. R. FRANCO
 Vice President for Academic Affairs
SHIRLEY C. AGRUPIS
 President

09

Fund Cluster : 07308603
 Funds Available : _____

 IMELDA C. CORPUZ
 Chief, Accounting Office

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____