

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



Supplier : NOVELTY ENTERPRISES Address : City of Batac TIN : 110-555-521-000	P.O. No. : 07308603-2022-11-774 Date : November 21, 2022 Mode of Procurement: NP-Small Value
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Gentlemen: PR No. 2022-10-191 (07308603) - ATBI/E.Calivoso
 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
OSD-112-346	box	Ballpen, black, 12s/box	3	60.00	180.00
OSD-112-347	box	Ballpen, blue, 12s/box	3	60.00	180.00
OSD-112-354	box	Signpen, black, 0.5, 12s/box	3	240.00	720.00
OSD-112-450	box	Signpen, blue, 0.5, 12s/box	2	240.00	480.00
OSD-112-597	box	Signpen, red, 0.5, 12s/box	2	240.00	480.00
OSD-112-315	piece	Folder, brown, long	100	5.00	500.00
OSD-112-598	piece	Folder, brown, A4	50	5.00	250.00
OSD-112-569	pair	Scissors, 8"-9"	3	75.00	225.00
OSD-112-599	box	Binder clip, 1 1/2", 12pcs/box	20	45.00	900.00
				Total	3,915.00

(Total Amount in Words): Three Thousand Nine Hundred Fifteen 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

11/28/22
 Date

Very truly yours,

Mariano Marcos State University
 BY AUTHORITY OF THE PRESIDENT
SHIRLEY C. AGRUPIS
 President

PRIMA R. FRANCO
 Vice President for Academic Affairs

Fund Cluster : **07308603**
 Funds Available : _____

IMELDA C. CORPUZ
 Chief, Accounting Office

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