

12/19

PURCHASE ORDER
 DENR-PENRO Southern Leyte
 Entity Name

2020122450

Supplier : GREENWARE		P.O. No. : 2870-12-085			
Address : Maasin City		Date : 12-9-2020			
TIN : _____		Mode of Procurement : Shopping			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : DENR-PENRO Southern Leyte		Delivery Term : 25 days			
Date of Delivery : _____		Payment Term : _____			
Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Cart	Ink Cart, HP CH561WA,(HP61) black	6	1,057.00	6,342.00
2	Cart	Ink Cart, HP CH561WA,(HP61) Tricolor	6	1325.00	7,950.00
			TOTAL		14,292.00
(Total Amount in Words) Fourteen thousand Two Hundred Ninety-Two Pesos					
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:			Very truly yours,		
GREENWARE Signature over Printed Name of Supplier			ATTY. DARIO O. SUAREZ Signature over Printed Name of Authorized Official PENRO Officer Designation		
Date			Date of the ORS/BURS:		
Funds Available : _____			Amount : _____		
LEONIL S. LIGAD Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit			ORS/BURS No. : _____		