



Republic of the Philippines
 Department of Environment and Natural Resources
 COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
 San Juan, Southern Leyte
PURCHASE ORDER

Supplier : M&K MERCHANDISING
 ST. BERNARD SO. LEYTE

139-669-117-000

Purchase Order No. 2021-03-04
 Date: MARCH 17, 2021

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: _____ Date of Delivery : _____

Delivery Term: _____
 Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	RMS.	BOND PAPER A4	73	210.00	P15,330.00
	RMS.	BOND PAPER LEGAL	70	225.00	P15,750.00
	BTL.	INK L3110 BLACK	20	340.00	P 6,800.00
	BTL.	INK L210 BLACK	20	340.00	P 6,800.00
	PCS.	BALLPEN	100	5.00	P 500.00
	PCS.	SIGNPEN	24	25.00	P 600.00
	PCS.	FOLDER LONG	500	5.00	P 2,500.00
	BXS.	PAPER FASTENER	10	45.00	P 450.00
	PACK	PARCHMENT PAPER LONG	3	65.00	P 195.00
	PCS.	FOLDER SHORT	100	4.00	P 400.00
	PCS.	BROWN ENVELOPE SHORT	24	2.00	P 48.00
	PCS.	BROWN ENVELOPE LONG	24	3.00	P 72.00
					P49,445.00

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.

Conform

For: *proa*
 M&K MERCHANDISING
 Signature over Printed Name of Supplier

Very truly yours,

proa
 ALEXANDER R. CASCO.
 OIC-CENR OFFICER

Date

Fund Cluster:
 Funds Available: ₱ 49,445.00

proa
 LEONIL S. LIGAD
 Chief Accountant

ORS/BURS NO. 02-101101-2021-04-022
 Date of the ORS/BURS 4/6/2021
 Amount: ₱ 49,445.00

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