

**PURCHASE ORDER**

DENR-PENRO Southern Leyte  
Entity Name

Supplier : <u>ABAI SCHOOL SUPPLIES</u>	P.O. No. : <u>2021-09-089</u>
Address : <u>MAASIN CITY</u>	Date : <u>9/28/2021</u>
TIN : <u>462-056-964</u>	Mode of Procurement : Shopping

Gentlemen:

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

Place of Delivery : <u>DENR-CENRO Southern Leyte</u>	Delivery Term : <u>15 working days</u>
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	ream	Bond Paper Legal	70	198.5	13,895.00
	ream	Bond Paper A4	70	178.5	12,495.00
	pcs	Ballpen	10	8	80.00
	pcs	Calculator	2	385	770.00
	pcs	Cutter	5	50	250.00
	box	Clip Backfold (binding clip) 2 inches	5	130	650.00
	box	Clip Backfold (binding clip) 1 inches	5	90	450.00
	pcs	Envelop Plastic Long	100	14	1,400.00
	pack	Folder Long	4	650	2,600.00
	btl	Ink Brother Black	10	385	3,850.00
	btl	Ink Brother Cyan	10	380	3,800.00
	btl	Ink Brother Magenta	10	380	3,800.00
	btl	Ink Brother Yellow	10	380	3,800.00
	btl	Ink Epson Blk 665	5	285	1,425.00
	btl	Ink Epson Magenta 665	5	280	1,400.00
	btl	Ink Epson Cyan 665	5	280	1,400.00
	btl	Ink Epson Yellow 665	5	280	1,400.00
	pad	Notepad 2x3	10	35	350.00
					<b>53,815.00</b>

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Signature over Printed Name of Supplier

Atty. DARIO O. SUAREZ  
Signature over Printed Name of Authorized Official  
PENR Officer  
Designation

\_\_\_\_\_  
Date

Fund Cluster : 18  
Funds Available : ₱53,815.00

ORS/BURS No. : 02-101101-2021-10-1599  
Date of the ORS/BURS: 10/18/21  
Amount : ₱53,815.00

LEONIL S. LIGAD

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Signature over Printed Name of Chief Accountant/Head of Accounting  
Division/Unit

2021 10 24 22