

PURCHASE ORDER

DENR-PENRO Southern Leyte

Entity Name

Supplier : <u>KOJAC ENTERPRISES & GEN. SERVICES</u>		P.O. No. : <u>201-09-085</u>			
Address : <u>Brgy. Pasay, Maasin City</u>		Date : <u>9/14/21</u>			
TIN : <u>923-471-611</u>		Mode of Procurement : <u>Shopping</u>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>DENR-PENRO Southern Leyte</u>		Delivery Term : <u>30 working days</u>			
Date of Delivery : _____		Payment Term : _____			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1.	ltrs.	Oil Synthetic	7	550.00	3,850.00
2.	can	Oil Filter	1	450.00	450.00
3.		Labor Services "Nothing Follows"	1	450.00	450.00
TOTAL					4,750.00
(Total Amount in Words) FOUR THOUSAND SEVEN HUNDRED FIFTY 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:		Very truly yours,			
<u>KOJAC ENTERPRISES & GEN. SERVICES</u> Signature over Printed Name of Supplier		<u>ATTY. DARIO O. SUAREZ</u> Signature over Printed Name of Authorized Official			
Date		PENR Officer Designation			
Fund Cluster : <u>101</u>		ORS/BURS No. : <u>02-10101-2021-09-1967</u>			
Funds Available : <u>₱ 4,750.00</u>		Date of the ORS/BURS : <u>9/20/21</u>			
<u>LEONIL S. LIGAD</u> Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit		Amount : <u>₱ 4,750.00</u>			

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