

**PURCHASE ORDER**  
**MARIANO MARCOS STATE UNIVERSITY**  
 City of Batac 2906, Ilocos Norte



Supplier : <b>NOVELTY ENTERPRISES</b> Address : <u>Batac City</u> TIN : 110-555-521-0000			P.O. No. : <u>05206441-2019-12-603</u> Date : <u>December 23, 2019</u> Mode of Procurement : <u>NP-Small Value</u>		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:			PR No. : <u>2019-12-268 (05206441) - ESGP-PA</u>		
Place of Delivery : <u>MMSU, City of Batac</u> Date of Delivery : <u>within 15 days upon receipt of PO</u>			Delivery Term : <u>FOB Destination</u> Payment Term : <u>N/30</u>		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
3	unit	Heavy Duty stapler, large thickened Binding machine staple 100 sheets	1	1,500.00	1,500.00
5	pcs	3 Layered tray (black)	10	420.00	4,200.00
6	ream	Paper Multicopy, 80gsm A4 (210x297mm)	50	200.00	10,000.00
				<b>TOTAL</b>	<b>15,700.00</b>
<b>(Total Amount in Words)</b>					
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,		
Signature over Printed Name of Supplier			SHIRLEY C. AGRUPIS President		
<u>12-27-19</u> Date			12/29		
Fund Cluster : 05206441 Funds Available : _____			ORS/BURS No. : <u>12-004</u> Date of the ORS/BURS: _____ Amount : _____		
_____ IMELDA C. CORPOZ Chief, Accounting Office					