

PURCHASE ORDER

Department of Education - Schools Division of South Cotabato *cp*

Supplier: KRISTAN EDUCATIONAL SUPPLY (KORONADAL BRANCH)	P.O. No.: 24-026
	Date: February 14, 2024
Address: Alunan Ave., Koronadal City, South Cotabato	PR No.: DSC-24-02-020
TIN No.: 009-517-755-002	Mode of Procurement: Shopping (52.1 b above 50K)

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

Place of Delivery: Supply Office, Schools Division of South Cotabato	Delivery Term: Two (2) Calendar day/s
Date of Delivery: Upon Receipt of PO	Payment Term: 15 Calendar Days

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	Supply and Delivery of Activity Materials for the conduct of Division Skills Expo and Career Orientation of Grade 12 SHS Learners on February 22-23, 2024.	1		6,904.00
	set	Brother Ink, T7 10w	1	1,580.00	1,580.00
	ream	Linen Paper, A4, Cream	1	980.00	980.00
	box	Bond Paper, A4	1	1,125.00	1,125.00
	pc	Expanded Envelope, Legal	15	17.00	255.00
	pc	Folder, Green, Legal	10	19.00	190.00
	box	Pencil, #2	3	108.00	324.00
	box	Sign pen, Blue, 0.5mm	1	300.00	300.00
	pc	Certificate Holder, A4	50	43.00	2,150.00

x-x-x-x-x-x-x-x-x-x Nothing follows x-x-x-x-x-x-x-x-x-x

TOTAL: Php 6,904.00

(Total Amount in Words) Six Thousand Nine Hundred-Four 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 to undelivered items.

Very truly yours,

Conforme:

LEONARDO M. BALALA, CESO V

Schools Division Superintendent
Head of the Procuring Entity (HoPE)

Jimmy P. Benard
KRISTAN EDUCATIONAL SUPPLY (KORONADAL BRANCH)

Signature over Printed Name

2/21/24

Date

Fund Cluster: 101

Funds Available: 6,904.00

ORS/BURS No. : 2024-02-00784

Date of the ORS/BURS : FEB 22, 2024

Amount : 6904.00

CARLO P. DIVEDOR, CPA

Signature over Printed Name