



Republic of the Philippines  
MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY

Main Campus  
Alcate, Victoria, Oriental Mindoro

**PURCHASE ORDER**

**RECEIVED**  
FEB 16 2021

*[Handwritten Signature]*

Supplier : <b>GEORVI'S ENTERPRISES</b>	P.O. No. : <u>2060235</u>
Address : <u>Leuterio St., San Vicente West, Calapan City</u>	Date : <u>12/22/2020</u>
TIN : <u>103-778-905-000</u>	Mode of Procurement : _____

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

Place of Delivery : <u>MinSCAT Main Campus</u>	Delivery Term : _____
Date of Delivery : _____	Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>LOT 4 - OFFICE SUPPLIES</b>					
1	ream	Bond Paper, Short, Sub.20	2	230.00	460.00
2	ream	Bond Paper, Long, Sub.20	3	260.00	780.00
3	ream	Bond Paper, A4, Sub. 20	3	240.00	720.00
4	set	Ink Refill, 1000 ml, B, C, Y, M	1	1,000.00	1,000.00
5	piece	Clear Folder, Long, Green	10	15.00	150.00
6	box	Paper Clip, Big	2	30.00	60.00
7	piece	Expandable Envelop, Long, Green	4	20.00	80.00
8	piece	Stapler with Remover #35	1	350.00	350.00
9	piece	Desk Organizer Tray	1	850.00	850.00
10	piece	White Board, 2x3	1	850.00	850.00
11	piece	Cork Board, 2x3	1	950.00	950.00
12	piece	White Board Marker, Black	5	65.00	325.00
13	box	Binding Clip, 3/4"	2	45.00	90.00
<b>TOTAL</b>					<b>6,665.00</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:

*[Signature]*  
**JOMEL C. MAGRACIA**  
Signature over Printed Name of Supplier  
\_\_\_\_\_  
Date

Very truly yours,

*[Signature]*  
**LEVY B. ARAGO JR., Ph.D.**  
SUC President III

Fund Cluster : <u>MDS 01</u>	ORS/BURS No. : <u>09-371 B</u>
Funds Available : <u>6,665.00</u>	Date of the ORS/BURS: <u>12/21/2020</u>
<b>MARIA CRISTINA D. SISCAR, CPA</b> Accountant III	Amount : <u>₱6,665.00</u>