



Republic of the Philippines
MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Main Campus
 Alcate, Victoria, Oriental Mindoro

COMMISSION ON AUDIT
 TEAM I - MINSCT OR: MINDORO
RECEIVED
 JAN 26 2021

PURCHASE ORDER

By

Supplier : SHOP	AGM SCHOOL & OFFICE SUPPLIES & GIFT	P.O. No. : Date :	TF 2020-022 November 24, 2020
Address : TIN :	Poblacion I, Victoria, Or. Mdo.	Mode of Procurement :	

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

Place of Delivery :	Delivery Term :
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	case	Brown envelop short	1	880.00	880.00
	ream	Folder short 14 pts	3	398.00	1,194.00
	bundle	Coupon bond subs 16 long (10 reams/ bundle)	1	1,203.86	1,203.86
	bundle	Coupon bond subs 16 short	1	1,550.00	1,550.00
	ream	Folder long 14 pts (100 pcs/ reams)	3	435.00	1,305.00
	pcs	Record Book 200 pages	6	76.00	456.00
Total Page 1					20,922.00
Total Page 2					17,747.00
Grand Total					45,257.86

(Total Amount in Words) Forty-five thousand two-hundred fifty-seven and 86/100 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:

GINA H. MANALO
 Signature over Printed Name of Supplier

Very truly yours

LEVY B. ARAGO, JR., Ph.D.
 SUC President III

Date

Fund Cluster : TRUST FUND
 Funds Available :

MARIA CRISTINA D. SISCAR
 Accountant III

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____



Republic of the Philippines
MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Main Campus
 Alcate, Victoria, Oriental Mindoro

COMMISSION ON AUDIT
 TEAM I - MINS CAT OR: MINDORO

RECEIVED
 JAN 26 2021

By 

PURCHASE ORDER

Supplier : SHOP	AGM SCHOOL & OFFICE SUPPLIES & GIFT	P.O. No. : Date :	STF 2020-004 November 24,2020
Address : TIN :	Poblacion I, Victoria, Or. Mdo.	Mode of Procurement :	

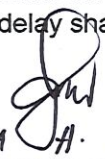
Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

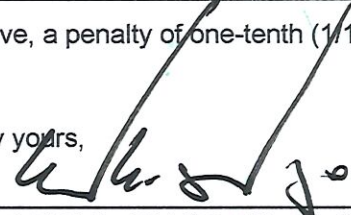
Place of Delivery :	Delivery Term :
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	bots	Epson ink # 664blk	14	350.00	4,900.00
	bots	Epson ink # 664 (C/M/Y)	15	350.00	5,250.00
	reams	Folder long 14 pts (100pcs/reams)	5	435.00	2,175.00
	reams	Coupon bond long subs 20	15	255.00	3,825.00
	reams	Coupon bond short	15	235.00	3,525.00
	reams	Coupon bond subs 20A4	10	240.00	2,400.00
	pcs	Record book 200 pages	2	76.00	152.00
	pcs	envelope w/garter (brown)	3	20.00	60.00
	pcs	CD-RW w/ case	40	65.00	2,600.00
	bxs	binder clips 2"	24	98.00	2,352.00
	bxs	binder clips 1-3/4	24	88.00	2,112.00
	rolls	plastic cover - 6 hard	3	1,845.38	5,536.14
	pads	sticky notes 1.5x3	21	32.00	672.00
	pcs	flash drive 32 GIG	24	600.00	14,400.00
				Grand Total	49,959.14

(Total Amount in Words) Forty-nine thousand nine hundred fifty nine and 14/100 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: 
GINA H. MANALO
 Signature over Printed Name of Supplier
 Date

Very truly yours, 
LEVY B. ARAGO, JR., Ph.D.
 SUC President III

Fund Cluster : **STF**
 Funds Available :

MARIA CRISTINA D. SISCAR
 Accountant III

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____