



Republic of the Philippines  
**MINDORO STATE UNIVERSITY**

Main Campus  
 Alcate, Victoria, Oriental Mindoro

**PURCHASE ORDER**

COMMISSION ON AUDIT  
 TEAM I - MINS-CAT OR: MINDORO  
**RECEIVED**  
 NOV 11 2021  
 By *[Signature]*

Supplier : DNK GENERAL MERCHANDISE Address : Poblacion 1, Victoria, Oriental Mindoro TIN : 443-994-053-000	P.O. No. : <u>VO4-0114</u> Date : <u>11/3/21</u> Mode of Procurement : Small Value Procurement
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>MinSU</u> Date of Delivery : _____	Delivery Term : 30 days Payment Term : cheque
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Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	Bond Paper, A4 substance 20	20	160.00	3,200.00
2	ream	Bond Paper, Long substance 20	20	180.00	3,600.00
3	piece	Expanded Envelope (long, green)	50	13.00	650.00
4	piece	Clear Folder (long, green)	50	14.00	700.00
5	piece	Folder white, 14pts, long	50	4.80	240.00
6	pack	Carbon paper, color blue, size long	3	680.00	2,040.00
7	piece	120cm flat shoe lace, color black	200	9.00	1,800.00
8	piece	Office chair, mesh back, chrome base <i>-TES</i>	2	2,800.00	5,600.00
9	unit	Calculator, 12 digits, two-way power, big	2	550.00	1,100.00
10	piece	Tape dispenser, heavy duty	3	150.00	450.00
11	piece	Scotch tape, 1 inch	5	20.00	100.00
12	piece	Double-sided tape, 1 inch	5	45.00	225.00
13	piece	Correction tape	5	25.00	125.00
14	unit	2-hole paper puncher (heavy duty)	2	250.00	500.00
15	piece	Binding element, 1/2 inch	10	26.00	260.00
16	piece	Binding element, 1 inch	12	28.00	336.00
17	piece	Plastic ruler (15 inches), heavy duty	5	40.00	200.00
18	piece	Multi-purpose glue, (130g bottle)	3	150.00	450.00
19	pack	Sticky Flags (neon colors)	10	35.00	350.00
20	piece	Sticky note, 3 x 3 (assorted colors)	10	37.00	370.00
21	box	Gel pen, blue, 0.5	2	264.00	528.00
22	box	Gel pen, black, 0.5	2	264.00	528.00
23	box	Sign pen (blue, 0.5)	2	840.00	1,680.00

Conforme:  <i>[Signature]</i> KATRINA MARQUE R. HUGLAS Signature over Printed Name of Supplier  Date	Very truly yours,  <i>[Signature]</i> LEVY B. ARAGO JR., Ph.D. University President
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Fund Cluster : <u>TF - TES</u> Funds Available : _____  MARIA CRISTINA D. SISCAR, CPA Accountant III	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
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