



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

COMMISSION ON AUDIT
TEAM SUPERVISOR
RECEIVED
 AUG 05 2020
 AUG 05 2020
 By Amalano

PURCHASE ORDER

Supplier : AGM SCHOOL & OFFICE SUPPLIES & GIFT SHOP	P.O. No. : PO20-0026
Address : Pob. 1, Victoria, Oriental Mindoro	Date : July 24, 2020
Tin # : 186-609-183	

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

Place of Delivery: <u>MinSCAT Main Campus, Alcate, Victoria, Or. Mdo.</u>	Delivery Term :
Date of Delivery:	Payment Term:

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pack	Sticky Arrow Flags (0.5")	15	45.00	675.00
	pack	Sticky Note (4"x3")	20	40.00	800.00
	box	Jumbo Paper clip (50mm)	4	35.00	140.00
	box	Mongol Pencil #2	2	80.00	160.00
	box	Pilot Black Pen (0.5)	1	390.00	390.00
	pcs	Elmer's Glue (Big)	1	100.00	100.00
	box	Clear Index Tabs	15	105.00	1,575.00
	pcs	Long Clear Folder (Green)	200	25.00	5,000.00
	pcs	Short Clear Folder (Green)	150	22.00	3,300.00
	pcs	Long Ordinary Folder (white)	40	6.00	240.00
	pcs	Short Ordinary Folder (white)	40	5.00	200.00
	ream	Long Bond paper	50	265.00	13,250.00
	ream	Short Bond paper	50	240.00	12,000.00
	ream	A4 Bond paper	50	258.00	12,900.00
	pack	Long white Specialty Bond papers (Unscented)	15	38.00	570.00
	pack	Short White Specialty Board Papers (Unscented)	15	35.00	525.00
	pack	Short White Glossy Specialty Paper	30	68.00	2,040.00
	pcs	Green Portfolio Envelop Long	40	18.00	720.00
	bot	500ml Black Ink	3	500.00	1,500.00
	bot	500ml Yellow Ink	3	500.00	1,500.00
	bot	500ml Cyan Ink	3	500.00	1,500.00
	bot	500ml Magenta Ink	3	500.00	1,500.00
	pcs	Binding Element Black (14mm)	30	48.00	1,440.00
	pcs	Binding element Black (25mm)	30	54.00	1,620.00
		Continue to Next Page			
				Sub-Total	63,645.00

(Total Amount in Words) Sixty-Three Thousand Six Hundred Forty-Five 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 A. MANALO
 Signature over Printed Name of Supplier

 Date

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

Fund Cluster : MDS
 Funds Available : ₱ 74,520.00
MARIA CRISTINA D. SISCAR, CPA
 Accountant III

ORS/BURS No. : 02-41
 Date of the ORS/BURS: 07/23/2020
 Amount : ₱ 74,520.00

247



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
AUG 05 2020
 By *[Signature]*

PURCHASE ORDER

Supplier : AGM SCHOOL & OFFICE SUPPLIES & GIFT SHOP	P.O. No. : <u>PO20-0026</u>
Address : <u>Pob. 1, Victoria, Oriental Mindoro</u>	Date : <u>July 24, 2020</u>
Tin # : <u>186-609-183</u>	

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Date of Delivery: _____	Payment Term: _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pcs	Binding Element Black (51mm)	15	98.00	1,470.00
	pcs	Magazine Box	30	250.00	7,500.00
	pcs	Expanding Folder (Green)	40	18.00	720.00
	pcs	Office Calculator	1	500.00	500.00
	pcs	Stationery Pencil Sharpener	1	685.00	685.00
		xx			
				Sub-Total	10,875.00
				Page 1	63,645.00
				Grand Total	74,520.00

(Total Amount in Words) Seventy-Four Thousand Five Hundred Twenty 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:
[Signature]
GINA H. MANALO
 Signature over Printed Name of Supplier

 Date

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

Fund Cluster : <u>MIB</u>	ORS/BURS No. : <u>02-41</u>
Funds Available : <u>P 74,520.00</u>	Date of the ORS/BURS: <u>07/23/2020</u>
MARIA CRISTINA D. SISCAR, CPA Accountant III	Amount : <u>P 74,520.00</u>