



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 Page 1 of 1  
**RECEIVED**  
 FEB 16 2021  
 By

**PURCHASE ORDER**

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

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

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>LOT 1 - Office Supplies</b>			
1	ream	Bond Paper, substance 20, Long	45	250.00	11,250.00
2	ream	Bond Paper, substance 20, Short	20	230.00	4,600.00
3	ream	Bond Paper, substance 20, A4	29	240.00	6,960.00
4	piece	Correction Tape	8	45.00	360.00
5	box	Staple Wire no. 35	5	45.00	225.00
6	bottle	Refill Ink, Cyan, 100ml	3	150.00	450.00
7	bottle	Refill Ink, Magenta, 100ml	3	150.00	450.00
8	bottle	Refill Ink, Yellow, 100ml	3	150.00	450.00
9	bottle	Refill Ink, Black, 100ml	6	150.00	900.00
10	bottle	Toner for copier MP2014AD	2	3,500.00	7,000.00
11	piece	Looseleaf Folder, Green (with lace)	100	60.00	6,000.00
12	box	Rubber Band, heavy duty	2	180.00	360.00
13	pack	Sticky Flags	10	45.00	450.00
14	piece	Sticky Note, 3x3	10	65.00	650.00
15	box	Paper Clip, 30mm, coated	2	25.00	50.00
16	box	Paper Clip, 50mm, coated	4	35.00	140.00
17	unit	External Hard Drive, 2TB	1	8,000.00	8,000.00
18	piece	Ink Cartridge (Canon810)	3	1,100.00	3,300.00
19	piece	Binding Elements, big	10	45.00	450.00
20	piece	Clear Folder, Long	10	15.00	150.00
		<b>TOTAL</b>			<b>52,195.00</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:

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

Very truly yours,

**LEY B. ARAGO JR., Ph.D.**  
 SUC President III

Fund Cluster : _____	ORS/BURS No. : _____
Funds Available : _____	Date of the ORS/BURS: _____
<b>MARIA CRISTINA D. SISCAR, CPA</b> Accountant III	Amount : _____