



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
 OCT 20 2020

PURCHASE ORDER

By

Supplier : GEORVI'S ENTERPRISES	P.O. No. : PO20-0182A
Address : Calapan City, Oriental Mindoro	Date : September 21, 2020
Tin # : 103-778-905-000	

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

Place of Delivery: MinSCAT Main Campus, Alcate, Victoria, Or. Mdo.	Delivery Term : _____
Date of Delivery: _____	Payment Term: _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	ream	Long Bond Paper (substance 20)	90	240.00	21,600.00
	ream	Short Bond Paper (substance 20)	20	210.00	4,200.00
	ream	A4 Bond Paper (substance 20)	75	220.00	16,500.00
	pack	Photo Paper, A4	20	150.00	3,000.00
	pack	Velum Paper, 8.5" x 11"	15	45.00	675.00
	pack	Velum Paper, 8.5" x 13"	15	55.00	825.00
	pcs	White Folder, Long	150	5.50	825.00
	pcs	Clear Folder, Long	100	13.00	1,300.00
	pcs	Clear Folder, A4	50	12.00	600.00
	pcs	Expanding Folder, Long	50	15.00	750.00
	pcs	Expanding Envelop	150	18.00	2,700.00
	pcs	Certificate Holder (Short, Green)	20	45.00	900.00
	bot	Epson Ink, 100ml, B	5	320.00	1,600.00
	bot	Epson Ink, 100ml, C	5	320.00	1,600.00
	bot	Epson Ink, 100ml, Y	5	320.00	1,600.00
	bot	Epson Ink, 100ml, M	5	320.00	1,600.00
	pcs	Paper Fastener	10	45.00	450.00
	box	Staple wire #35	5	45.00	225.00
	bot	Glue, 130ml	4	65.00	260.00
	box	Pencil #2	2	75.00	150.00
	box	Ballpen, Black (RT Ballpen)	2	300.00	600.00
	pcs	Sign Pen (Hi-techpoint)	4	85.00	340.00
	box	Index Tab	2	75.00	150.00
	pad	Sticky Tab	20	45.00	900.00
	pad	Sticky Notes (76x76mm)	8	65.00	520.00
		Continue to Next Page			
				Sub-Total	63,870.00

(Total Amount in Words: Sixty-Three Thousand Eight Hundred Seventy 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:

JONEL C. MAGRACIA

Signature over Printed Name of Supplier

Date

Very truly yours,

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

Fund Cluster : MOS 01
 Funds Available : 96,485

ORS/BURS No. : 07-49B
 Date of the ORS/BURS: 09/18/2020
 Amount : ₱96,485.00

MARIA CRISTINA D. SISCAR, CPA
 Accountant III



Republic of the Philippines
MINDORO STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Main Campus
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Supplier : GEORVI'S ENTERPRISES	P.O. No. : <u>PO20-0182A</u>
Address : <u>Calapan City, Oriental Mindoro</u>	Date : <u>September 21, 2020</u>
Tin # : <u>103-778-905-000</u>	

Gentlemen:
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Date of Delivery: _____	Payment Term: _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	box	Binder Clips (3/4")	6	30.00	180.00
	box	Binder Clips (1")	6	35.00	210.00
	box	Binder Clips (1.25")	6	40.00	240.00
	box	Binder Clips (1 5/8")	6	45.00	270.00
	box	Binder Clips (2")	8	75.00	600.00
	box	Paper Clips, Big	6	35.00	210.00
	box	Paper Clips, Small	10	25.00	250.00
	pcs	Stabilo (Yellow-Green) Highlighter	4	30.00	120.00
	pcs	Scotch tape, 1"	8	30.00	240.00
	pcs	Scotch tape, 2"	6	55.00	330.00
	pcs	Double-sided Tape	6	45.00	270.00
	pcs	Scissors	2	75.00	150.00
	pcs	Correction tape	20	45.00	900.00
	pcs	Masking Tape	8	45.00	360.00
	pcs	Binding Element, 0.25" round	15	25.00	375.00
	pcs	Binding Element, 0.50" round	15	30.00	450.00
	pcs	Binding Element, 0.75" round	15	35.00	525.00
	pcs	Binding Element, 1" Flat	15	45.00	675.00
	pcs	Binding Element, 1.5" Flat	15	48.00	720.00
	pcs	Binding Element, 1.25" Flat	15	52.00	780.00
	pcs	Binding Element, 2" Flat	15	55.00	825.00
	pcs	Stamp Pad	5	120.00	600.00
	pcs	Stamp Pad Ink	10	45.00	450.00
	pcs	Brown Envelope, Long	80	3.00	240.00
	unit	Calculator	2	680.00	1,360.00
		Continue to Next Page		Sub-Total	11,330.00

(Total Amount in Words: Eleven Thousand Three Hundred Thirty 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:

JONEL C. MAGRACIA

Signature over Printed Name of Supplier

Date _____

Very truly yours,

LEVY B. ARAGO, JR., Ph.D.

SUC President

Fund Cluster : <u>MDS 01</u>
Funds Available : <u>96,485</u>

ORS/BURS No. : <u>07-444B</u>
Date of the ORS/BURS: <u>09/18/2020</u>
Amount : <u>₱96,485.00</u>

MARIA CRISTINA D. SISCAR, CPA
 Accountant III



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Supplier : GEORVI'S ENTERPRISES	P.O. No. : PO20-0182A
Address : <u>Calapan City, Oriental Mindoro</u>	Date : <u>September 21, 2020</u>
Tin # : <u>103-778-905-000</u>	

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Date of Delivery: _____	Payment Term: _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	Flashdrive, 64GB, OTG	5	900.00	4,500.00
	unit	External Drive, 2TB	1	6,500.00	6,500.00
	pcs	Air Freshener, 360ml	4	180.00	720.00
	pcs	Hand Soap, 500ml	10	110.00	1,100.00
	pcs	Bathroom Freshener, Albatross with Handle	8	55.00	440.00
	gal	Muriatic Acid	1	295.00	295.00
	liter	Toilet Bowl Cleaning Liquid	4	220.00	880.00
	pcs	Broom (Tambo)	4	150.00	600.00
	pcs	Round Rags	50	5.00	250.00
	unit	Water Dispenser	1	6,000.00	6,000.00
		xxxxxxxxxxxxxxxxxxxxxxxxxxxx		Sub-Total	21,285.00
				Page 1	63,870.00
				Page 2	11,330.00
				Grand Total	96,485.00

(Total Amount in Words: Ninety-Six Thousand Four Hundred Eighty-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:
JOWEL C. MAGRACIA
 Signature over Printed Name of Supplier

 Date

Very truly yours,

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

Fund Cluster : <u>MDC 01</u>	ORS/BURS No. : <u>07-449B</u>
Funds Available : <u>96,485.00</u>	Date of the ORS/BURS: <u>09/18/2020</u>
	Amount : <u>₱96,485.00</u>
<u></u> MARIA CRISTINA D. SISCAR, CPA Accountant III	

JM