



DEPARTMENT OF EDUCATION  
 REGION V  
 DIVISION OF CAMARINES SUR  
 SAN JOSE PILI, CAMARINES SUR  
 FAX No. : 477-3498



## PURCHASE ORDER

Supplier: NEED INK SALES & SERVICES

Address: Door 7 Doña Elena Apt., J. Miranda Ave., cor Leon S. Aureus St., Concepcion Pequeña, Naga City  
 TIN: 206-149-524-008

P.O. No: 2017-05-075

Date: 5-16-17

Mode of Procurement: Shopping

Gentlemen:

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

Place of Delivery: DepED, Division of Camarines Sur, San Jose, Pili, Camarines Sur				Delivery Term: 7 DAYS	
Date of Delivery:				Payment Term: 15 DAYS	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		SUPPLY AND DELIVERY OF TONER CARTRIDGE FOR PSU OFFICE			
	cartridge	Toner Cartridge, Q2612A, black	25	2,480.00	62,000.00
(Total Amount in Words)					62,000.00
SIXTY TWO THOUSAND PESOS ONLY ***					

Note: 1) In case of failure to make the full delivery within the time specified above, a penalty of one - tenth (1/10) of one percent to every day of delay shall be imposed.

Conforme:

GARCIA, JOHN FEDERICK C.

Signature over Printed Name of Supplier

5/16/17

Date

Very truly yours,

ARNULFO M. BALANE, CESO V

Authorized Official

Schools Division Superintendent  
 Designation

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

ORS/BURS NO: 17-65-60792

Date of the ORS/BURS: 5-8-17

AMOUNT: 62,000.00

GERLIE V. CANAS  
 OIC - Division Accountant