

**SAN AGRICULTURAL STATE COLLEGE  
PURCHASE ORDER**

EL LAPIS AT IBA PA  
SAN VICENTE, MALOLOS, BULACAN

P.O. No. 2021-11-593  
Date: 11/02/2021  
Mode of Procurement: Shopping

Document No. BASC PRO QSF 04  
Rev No. 00  
Effectivity Date: 06/03/2019

Gentlemen,

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

Place of Delivery \_\_\_\_\_  
Date of Delivery \_\_\_\_\_  
Delivery Term \_\_\_\_\_  
Payment Term \_\_\_\_\_

Item No	Quantity	Unit	Articles & Description	Unit Cost	Amount
61	200	pcs	Sliding Folder long	19.00	3,800.00
62	5	pack	Specialty Paper white, legal	30.00	150.00
63	3	pcs	Stamp pad	31.00	93.00
64	1	pcs	Stamp pad Ink, Purple	25.00	25.00
65	3	pcs	Stamp remover, plier type	59.75	179.25
66	3	boxes	Staple wire HD 23/13	29.75	89.25
67	27	boxes	Staple Wire Standard	62.00	1,674.00
68	3	pcs	Staple Heavy Duty	427.00	1,281.00
69	15	pack	Sticker paper A4	37.50	562.50
70	5	pcs	Tape Dispenser 24mm tape	108.00	540.00
71	13	roll	Transparent Tape 1"	18.00	234.00
72	2	roll	Transparent Tape 2"	64.50	129.00
73	14	pcs	Whiteboard Marker Black	57.50	805.00
74	1	pcs	Whiteboard Marker Red	57.50	57.50
			Grand total		91,426.25

Total Amount in Words: *Ninety one thousand four hundred twenty six pesos and twenty five centavos*

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

*Bucgat*  
**Beverly Grace C. Bucgat**  
Conforme: DLBB PAPEL LAPIS AT IBA PA  
(Signature over printed name)  
Date \_\_\_\_\_

Very truly yours,  
*JAMESON H. TAN*  
**JAMESON H. TAN, Ed. D.**  
SUC President III

Funds Available \_\_\_\_\_  
**MA. DOLORES G. BERSAMINA**  
Accountant III

ALOBS No \_\_\_\_\_  
Amount \_\_\_\_\_

COMMISSION ON A UNIT  
RECEIVED  
ON 11/12/21  
BY *Jah*

11/10/2021, 5