PURCHASE ORDER

LGU

Supplier : ALEJANDRA ENTERPRISE Address : Tuguegarao City, Cagayan TIN : 304 172 281 000	P.O. No. : 2025-08-20 Date : 8-29-25 Mode of Procurement : PR No./s:2025-

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 :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	UNIT	HP PAVILLLION PLUS LAPTOP	1	85,000	85,000.00
				TOTAL:	85,000.00

(Total Amount in Words) *EIGHTY-FIVE THOUSAND 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:

ALEJANDRA ENTERPRISES
"BUILT TO BE EXPENSIVE"
DATE:

ALEJANDRA ENTERPRISE
Signature over Printed Name of Supplier

Date

Very truly yours,

DANTE DEXTER A. AGATEP
Municipal Mayor

Designation

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.:

Certified Correct:

Secretary to the Sanggunian

Date

Budget