PURCHASE ORDER

LGU

Supplier : ALEJANDRA ENTERPRISES **Address :** Tuguegarao City **TIN :**	**P.O. No. :** 2025-09-13 **Date :** 9-15-25 **Mode of Procurement :** **PR No./s**

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
1	Unit	Laptop	1	70,000.00	70,000.00
2	Unit	Computer Keyboard & mouse	2	500.00	1,000.00
3	Unit	Portable Sound System	1	20,000.00	20,000.00
(Total Amount in Words)		Ninety One Thousand Pesos Only			91,000.00

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
'QUALITY NEED NOT BE EXPENSIVE'
DATE:

Signature over Printed Name of Supplier

Date

Very truly yours,

ENGR. DANTE DEXTER A. AGATEP

Signature over Printed Name of Authorized Official

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:

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Secretary to the Sanggunian

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Date