PURCHASE ORDER

LGU

Supplier : ALEJANDRA ENTERPRISES Address : Tuguegarao City TIN :	P.O. No. : 2025-09-11 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	All in One Desktop Computer	1	50,000.00	50,000.00
2	Unit	Epson, Printer, Ecotank	1	15,000.00	15,000.00
3	Unit	Portable Sound System	1	20,000.00	20,000.00
4	Unit	Wired Microphone 10m	1	2,500.00	2,500.00
(Total Amount in Words)		Eighty Seven Thousand Five Hundred Pesos Only			87,500.00

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"

Signature over Printed Name of Supplier

DATE:

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:

Secretary to the Sanggunian

Date