PURCHASE ORDER

LGU

Supplier : ALEJANDRA ENTERPRISES
Address : Tuguegarao City

TIN : ______

P.O. No. : 2025 - 02 - 017
Date : 2-11-2025
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	75,000.00	75,000.00
		w/ accessories			
(Total Amount in Words)		Seventy Five Thousand Pesos			75,000.00

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:

______
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:

______
Secretary to the Sanggunian

______
Date