



PURCHASE ORDER

Supplier: **HGV Photocopying Center** P.O No.: 2A24-05-161-89
 Address: Door 6 Romel Bldg., Bonifacio Street, Baguio City Date: MAY 28 2024
 Tin: _____ Mode of Procurement: NP - SVP
 Sir/Maam: _____ PR No.: 2024-04-813

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

Item no.	Stock/ Property No.	Unit	PARTICULAR	Quantity	Unit Cost	Amount	END USER
1		sheet	PRINTING OF PRODUCT STICKER LABELS 12"x18" per sheet - Glossy paper, RGB Color, Glossy finish. Inclusive of the service for INDIVIDUAL CUTTING of sticker labels - straight and curved edges; EASY PEEL-OFF properties VARIETY OF 70 DESIGNS FOR THE 2300 SHEETS *Number of printed sheets and design breakdown may vary depending on the request for every delivery within the 60-day period as long as total sheets will be printed sums up to a total of 2300 sheets INSTALLMENT/ STAGGERED DELIVERY *Every 15-20 days within the 60 days delivery period.	2,300	28.00	64,400.00	FSRIC
TOTAL						64,400.00	

Total Amount in Words: **sixty Four Thousand Four Hundred Pesos**

In case of failure to make the full delivery within 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: *Roder Capuyan*
 Signature over-Printed Name of Supplier
 Date 6/7/24

Very truly yours,

Fefe Salaing Comila
FEFE SALAING COMILA
 University President

Fund Cluster: _____
 Funds Available: _____
 ORS/BURS No.: 2024-05-613
 Date of the ORS/BURS: 6/7/24
P 64,400.00
IMELDA B. GALINATO
 Accountant IV
 05206441