

PURCHASE ORDER

Entity Name _____

Supplier : _____			P.O. No. : _____		
Address : _____			Date : _____		
TIN : _____			Mode of Procurement : _____		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : _____			Delivery Term : _____		
Date of Delivery : _____			Payment Term : _____		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
(Total Amount in Words)					
<p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>Conforme:</p> <p>_____ Signature over Printed Name of Supplier</p> <p>_____ Date</p> </div> <div style="width: 45%;"> <p>Very truly yours,</p> <p>_____ Signature over Printed Name of Authorized Official</p> <p>_____ Designation</p> </div> </div>					
Fund Cluster : _____			ORS/BURS No. : _____		
Funds Available : _____			Date of the ORS/BURS: _____		
_____ Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit			Amount : _____		