PURCHASE ORDER

AGRICULTURAL TRAINING INSTITUTE-REGION VII

Entity Name

Supplier : COPIER SOURCE ENTERPRISES Address : Tagbilaran City TIN : 412-333-176-001	P.O. No. : __________ Date : 3/4/2025 Mode of Procurement : Direct Contracting

Gentlemen:

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

Place of Delivery : ATI-RTC 7 Date of Delivery : 30 days upon PO received	Delivery Term : FOB-Destination Payment Term : 30WD

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	tube	Toner Cartridge-C (HP Color LaserJet Managed MFP E78228dn)	5	17,990.00	89,950.00
	tube	Toner Cartridge-K (HP Color LaserJet Managed MFP E78228dn)	1	17,990.00	17,990.00
	tube	Toner Cartridge-M (HP Color LaserJet Managed MFP E78228dn)	1	10,990.00	10,990.00
	tube	Toner Cartridge-Y (HP Color LaserJet Managed MFP E78228dn)	2	17,990.00	35,980.00
					-
					-
					-
					154,910.00

(Total Amount in Words): ONE HUNDRED FIFTY-FOUR THOUSAND NINE HUNDRED TEN PESOS ONLY

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:

COPIER SOURCE ENTERPRISES
Signature over Printed Name of Supplier

3/4/25
Date

Very truly yours,

GRACIA F. ARADO, Ph.D.
Signature over Printed Name of Authorized Official

Center Director
Designation

Fund Cluster : __________
Funds Available : __________

CARMELITA B. CASTILLO, CPA
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : ________
Date of the ORS/BURS: ________

Amount : **154,910.00**