



Republic of the Philippines
BENGUET STATE UNIVERSITY
 La Trinidad, Benguet

PURCHASE ORDER

Supplier:	XWORKS SALES & SERVICES, INC		P.O No.:	2024-03-CAA-90			
Address:	Suite 602 National Life Bldg, Session Rd. Baguio City		Date:	MAR 12 2024			
Tin:	006-220-822-000		Mode of Procurement:				
Sir/Maam:	PR No.: 2024-03-489						
Please furnish this Office the following articles subject to the terms and conditions contained herein:							
Place of Delivery:	BSU SPMO		Delivery Term:	FOB Destination			
Date of Delivery:	within 15 calendar days upon acceptance of PO		Payment Term:	within 30 days after complete delivery			
Item no.	Stock/Property No.	Unit	PARTICULAR	Quantity	Unit Cost	Amount	END USER
1		box	A C3080 Toner Cartridge K	3	8,500.00	25,500.00	Budget
2		box	A C3080 Toner Cartridge C	2	12,500.00	25,000.00	Budget
3		box	A C3080 Toner Cartridge M	2	12,500.00	25,000.00	Budget
4		box	A C3080 Toner Cartridge Y	2	12,500.00	25,000.00	Budget
5		box	A C3080 Waste Toner Cartridge	4	2,800.00	11,200.00	Budget
TOTAL						111,700.00	
Total Amount in Words: One hundred eleven thousand and seven hundred pesos only							
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:	 Signature over-Printed Name of Supplier Date: 3/25/24		Very truly yours, FELIPE SALAING COMILA University President				
Fund Cluster:			ORS/BURS No.:	2024-03-651			
Funds Available:			Date of the ORS/BURS:	MAR 15 2024			
 IMELDA B. GALINATO Accountant IV			111,700				