



**PURCHASE ORDER**

Supplier :	<b>LEAPING CARP</b>	P.O. No.	<u>2024-04-B77-46</u>
Address :	Baguio City	Date:	<u>APR 03 2024</u>
TIN :		Mode of Procurement:	<b>NP-Small Value Procurement</b>
		P.R. No.	<u>2024-03-468</u>

Gentlemen,  
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery : **BSU MARKETING CENTER**      Delivery Term : FOB Destination  
 Date of Delivery : **15 days upon receipt of PO**      Payment Term :within 30 Days after complete delivery

Item No.	Stock / Property No.	Unit	ITEM	Quantity	Unit Cost	Total Amount	END-USER
7		pks	Wipes, 20 pulls/pk, 19cmx20cm, tender love	150	17.25	2,587.50	MARKETING CENTER
10		pks	Kitchen towel tissue, 2ply, 120pulls, hearttex	144	55.75	8,028.00	MARKETING CENTER
			<b>Total</b>			<b>10,615.50</b>	

**Total Amount in Words : Ten thousand six hundred fifteen pesos and fifty cents 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 delay shall be imposed on the undelivered item/s.

Conforme:  
  
MYRNA SANTILLAN

Very truly yours,  
  
**FELIPE SALAING COMILA**  
 University President

Signature over Printed Name of Supplier

APRIL 17, 2024  
 Date

Fund Cluster : \_\_\_\_\_

ORS/BURS No. : 2024-04-164

Funds Available : \_\_\_\_\_

Date of ORS/BURS : APR 05 2024

Amount : 10,615.50

  
**IMELDA B. GALINATO**  
 Chief Accountant