

# PURCHASE ORDER

## SLSU-Sogod Main Campus

Entity Name

Supplier : <b><u>RC PRINTSHOPPE AND GEN. MERCHANDISE</u></b>	P.O. No. : <b><u>2025-02-0018</u></b>
Address : <b><u>SOGOD, SOUTHERN LEYTE</u></b>	Date : <b><u>February 18, 2025</u></b>
TIN :	Mode of Procurement : <b><u>SVP</u></b>

Gentlemen:

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

Place of Delivery : <b><u>SLSU - Sogod Campus</u></b>	Delivery Term : <b><u>Free Delivery</u></b>
Date of Delivery : <b><u>45 days after receipt of approved PO</u></b>	Payment Term : <b><u>15 Working Days</u></b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Automatic Long Umbrella with UV Protection (Blue/White) with printed SLSU Logo	30	178.00	5,340.00
2	pcs	Folding Umbrella with UV Protection (Blue/White) with printed SLSU Logo	120	215.00	25,800.00
3	pcs	SLSU Backpack with printed SLSU Logo	20	600.00	12,000.00
4	pcs	Vacuum Insulated Stainless Steel Water Bottle, Blue with printed SLSU logo	100	375.00	37,500.00
5	pcs	Sublimation Foldable/Twisted Fan-Blue, White	50	24.00	1,200.00
6	pcs	Baseball Caps	50	220.00	11,000.00
7	pcs	Keyholder	50	145.00	7,250.00
8	pcs	Mugs	30	100.00	3,000.00
9	pcs	SLSU Planner	83	310.00	25,730.00
10	pcs	SLSU Pin	50	140.00	7,000.00
11	pcs	D-cut woven bags (Plain Blue), Size: Small	200	6.00	1,200.00
12	pcs	D-cut woven bags (Plain Blue), Size: Medium	200	7.00	1,400.00
13	pcs	D-cut woven bags (Plain Blue), Size: Large	200	8.00	1,600.00
14	pcs	D-cut non-woven bags (Plain White), Size: Small	200	6.00	1,200.00
15	pcs	D-cut non-woven bags (Plain White), Size: Medium	200	7.00	1,400.00
16	pcs	D-cut non-woven bags (Plain White), Size: Large	200	8.00	1,600.00
17	pcs	Kraft Paper Bags (Brown), 60GSM, 36" x 48"	132	35.00	4,620.00

**PR#: 2025-01-0012**

**Purchase of Various BARGO Souvenirs for Resale (1 Lot)**

Total Amount in Words:

**One Hundred Forty-Eight Thousand Eight Hundred Forty Pesos**  
**Only.**

**148,840.00**

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:

RC PRINTSHOPPE AND GEN. MERCHANDISE,

Signature over Printed Name of Supplier

Date

2/07/25

Very truly yours,

DEWOOWOOGEN P. BACLAYON, PhD

Signature over Printed Name of Authorized

VP FOR ADMIN. AND FINANCE

Designation

**Fund Cluster : Income - Production - Other MOOE /**

**Funds Available :**

AIZA A. MADUM, CPA

Signature over Printed Name of Accountant II/Head of Accounting Division/Unit

**ORS/BURS No. :** \_\_\_\_\_

**Date of the ORS/BURS:** \_\_\_\_\_

**Amount :** \_\_\_\_\_

jlora

REPUBLIC OF THE PHILIPPINES  
 SOUTHERN LEYTE STATE UNIVERSITY  
 SOGOD, SOUTHERN LEYTE

**POSTED AT PHILG-EPS**

DATE: \_\_\_\_\_

SECRETARY: \_\_\_\_\_