

**ORDER**  
**1 Campus**

Supplier: HVF Cycle Parts Center,  
Sogod So. Leyte

P.O. No.: 2020-04-0212-F  
Date: April 14, 2020  
Mode of Procurement: Emergency Cases

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
	pc	Pc-Switch SG150  PR#: 2020-03-0159-A For mailbox disinfectant.	1	50.00	50.00

**Total Amount in Words: Fifty pesos Only.** 50.00

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:

Very truly yours,

with OR: 46856

Signature over Printed Name of Supplier  
April 14, 2020  
Date

SUSANA B. CENIZA

Signature over Printed Name of Authorized  
AO-V  
Designation

Fund Cluster : GAA

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

CHRISTINE ALMA MAE M. DAGUPLO, CPA  
Signature over Printed Name of Chief Accountant/Head of  
Accounting Division/Unit

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

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

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

