



Republic of the Philippines
CARAGA STATE UNIVERSITY
CABADBARAN CITY
 T. Curato Street, Cabadbaran City 8805, Agusan del Norte
Competence Service Uprightness

(+63 85) 818-5583
 +63 917 148 0063
 URL: <http://csucc.edu.ph>
 Email Address: chancelloroffice@csucc.edu.ph



PURCHASE ORDER

Supplier: NEED INK SALES AND SERVICES P. O. No. 002-2023-07-339
 Address: Butuan City Date: August 10, 2023
 TIN: _____ Mode of Procurement: NP-SVP
 Gentlemen: _____

Please furnish this Office the following articles subject to the terms and conditions contained herein:
 Place of Delivery: CSU Cabadbaran City Delivery Term: F.O.B. Destination
 Date of Delivery: within 30 days upon received PO Payment Term: within 60 days upon

Stock No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	toner	OPT-XC325LK Black	7	4,275.00	29,925.00
2	toner	OPT-XC325LY Yellow	7	4,975.00	34,825.00
3	toner	OPT-XC325LC Cyan	5	4,975.00	24,875.00
4	toner	OPT-XC325LM Magenta	5	4,975.00	24,875.00
		<i>with Free Use Printer</i>			
*****NOTHING FOLLOWS*****					
ONE HUNDRED FOURTEEN THOUSAND FIVE HUNDRED PESOS ONLY				TOTAL	114,500.00

within the time specified above, a penalty of one-tenth (1/10) of one percent for everyday of delay shall be imposed.

Conforme: MARU CHRISTOPHER A. GEMAD
NEED INK SALES AND SERVICES
 (Signature Over Printed Name of Supplier)
Aug. 11, 2023
 (Date)

Very truly yours,

DEOMILA A. BASNIG, PhD
 Chancellor

As provided for in Sec. 62.1 of the IRR-A of RA 9184, I/We conform to the three (3) months warranty in case of supplies and one (1) year warranty in the case of equipment from the date the goods are completely delivered

MARU CHRISTOPHER A. GEMAD
 (Signature Over Printed Name of Supplier/Duty Authorized Representative)

Fund Cluster:	ARLENE D. GALES, CPA Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	ORS/BURS No. : <u>23-05-0671</u>
Funds Available:		Date of the ORS/BURS: <u>August 14, 2023</u> Amount: <u>114,500.00</u>