



OFFICE OF THE CITY ACCOUNTANT
 RECEIVED
 DATE: 13 MAY 2022
 TIME: 10:15 PM

PURCHASE ORDER
 Republic of The Philippines
 City Government of Tacloban
 Kanhuraw Hill, Tacloban City 6500
 Tel. Nos. 325-4053

CITY ACCOUNTANT OFFICE RECEIVED
 DATE: 1/30/22
 TIME: 1:44 pm

Supplier: **NEED INK SALES & SERVICES** P.O. No.: 2080-04-22
 Address: **PUROK 4, REAL & EL REPOSO STS. BRGY. 55 TACLOBAN CITY**
 Tel./Fax No.: 325-6496
 TIN: _____
 Supplier is: () Manufacturer () Exclusive Distributor
 Registered: () SEC () DTI

Place of Delivery: **City General Services Office**
 Date of Delivery: within 15 days upon Conformity Of Purchase Order
 Delivery Term: _____
 Payment Term: _____

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

Stock No.	Item No.	Unit	Description	QTY	Unit cost	Amount
LOT 8			CSWDO 2022-454			
1	cart		Toner-Canon LBP 2900	10	2,480.00	24,800.00
			brand & model : OPT-12A			
			nothing follows			
			TOTAL AMOUNT			24,800.00
					1%	248.00
					5%	1,240.00

Total Amount in Words = Twenty-Four Thousand Eight Hundred Pesos and 00/100 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 of delay shall be imposed.

Conforme: **JAERA E. PALANAS**
 Signature over Printed Name of Supplier
 Date: 6.1.22
 City Mayor

By the Authority of the City Mayor
 Very truly yours,
HON. ALFRED S. ROMUALDEZ
 ATTY. ANACLETO REI A. LACANILAO III
 City Mayor

Funds Available: **SALVADOR A. ABINA, JR.**
 City Accountant
 BUR NO./OBR No.: _____
 Date: 5-20-22
 Amount: \$ 24,800.00
 1001502-99-990-54