



PURCHASE ORDER
MUNICIPALITY OF BURGOS, PANGASINAN
Local Government Unit

Supplier: Address: TIN:	PO No.: Date: Mode of Procurement : PR No./s:
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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

(Total Amount in Words)

In case of failure to make 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.

Very truly yours,

Conforme: _____
(Signature over printed name of Supplier)

RONALD G. NGAYAWAN, DVM
 Municipal Mayor

 Date

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sangguniang ResolutionNo.: _____

Certified Correct: _____

 Secretary to the Sanggunian

 Date