



PURCHASE ORDER

SAN LAZARO HOSPITAL
FINANCE SERVICE
RECEIVED
10-25-2020

SAN LAZARO HOSPITAL
Entity Name

Supplier : **AFEFA OFFICE SUPPLIES AND EQUIPMENT TRADING** P.O. No. : **20-09-0327**
 Address : 747 Sunstone St.,Palmera 2 Homes Taytay Rizal Date : September 29, 2020
 TIN : _____ Mode of Procurement : AMP- SHOPPING
 Tel / Fax # : (02)87066977 / 09083870598 BAC Resolution # : B.R. No. AMP-056-A s. 2020 dated: Aug. 25, 2020

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

Place of Delivery : Materials and Management Dept. - San Lazaro Hospital Delivery Term : Thirty (30) calendar days
 Date of Delivery : _____ Payment Term : _____

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	rls	Adhesive Tape- 2 inch, transparent for office. 12mm x 30m	50	67.00	3,350.00
	pcs	Battery - AAA. Heavy Duty	500	25.00	12,500.00
	pcs	Battery - C Heavy Duty	300	55.00	16,500.00
	pcs	Battery- CR2032, 3V, Heavy Duty, Lithium	300	65.00	19,500.00
	pcs	Cartolina- Red Color	50	11.00	550.00
	pcs	Cartolina- Green Color	50	11.00	550.00
	pcs	Cartolina- Pink Color	50	11.00	550.00
	pcs	Cartolina- White Color	50	11.00	550.00
	pcs	Cartolina- Purple color	50	11.00	550.00
	bots	Epson Ink #664, Black	50	212.00	10,600.00
	bots	Epson Ink #664, Cyan	50	212.00	10,600.00
	bots	Epson Ink #664, Magenta	50	212.00	10,600.00
	bots	Epson Ink #664, Yellow	50	212.00	10,600.00
	pcs	File Folder- for A4 and Legal with clip and lock	20	250.00	5,000.00
	pcs	Logbook - 500 leaves, (7 X 11)	120	92.50	11,100.00
	unit	Paper Cutter-Wood base, 10x12 w/ paper adjuster and auto paper pressing bar. Paper Size Indicator	2	850.00	1,700.00

OFFICE OF THE DIRECTOR
OCT 15 2020
Ermani T. San Pedro
RECEIVED
SAN LAZARO HOSPITAL

Total Amount in Words : **One Hundred Fourteen Thousand Eight Hundred Pesos Only** **114,800.00**

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,
 Signature over Printed Name of Supplier _____ **EDMUNDO B. LOPEZ, MD, MPH, MHA**
 Date _____ **Medical Center Chief II**
10/21/2020 thru Email

Fund Cluster : 01 ORS/BURS No. : 02/10/101.2020.10.00937
 Funds Available: ₱ 114,800 Date of the ORS/BURS: 10/21/2020
 Amount : ₱ 114,800
ANGELI JOYCE I. FIGURACION, CPA
 Accountant IV

San Lazaro Hospital BUDGET SECTION **LAZARO HOSPITAL ACCOUNTING OFFICE** Appendix 61