	Reference No.: BatStateU-FO-PRO-03	Effectivity Date: January 3, 2017	Revision No.: 00
Title:	**PURCHASE ORDER**		

Supplier:		P.O. No.:	
Address:		Date:	
E-mail address:		Mode of Procurement:	
Telephone No.:			
TIN:			

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 No.	Unit	Item Description	Qty.	Unit Cost	Amount

(TOTAL AMOUNT IN WORDS) **Php _____**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Very truly yours,

_____
NAME
Authorized Official

Conforme:

_____
Signature over Printed Name of Supplier

_____
Date

Funds Available:	ALOBS No.:	
_____	Amount:	
NAME Director, Financial Services	Fund Source:	