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| U.P. FORM 152 January 1999 | PURCHASE ORDER TYPE 31 | PO No. | SUB-ACCOUNT | DEPARTMENT | ALLOTMENT | OBJECT |
|---|---|--------|-------------|------------|-----------|--------|

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|-----------------------------|------------------|----------|-------------|
| Name and address of Seller: | Ship/Deliver to: | REQ. NO. | INVOICE NO. |
|-----------------------------|------------------|----------|-------------|

| QTY. UNIT | ARTICLES | UNIT QUOTED | | TOTAL QUOTED | | AMOUNT | |
|-----------|----------|-------------|--|--------------|--|--------|--|
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|---------------------|------|--------------|--|--|
| Purchasing Officer: | DATE | TOTAL | | |
|---------------------|------|--------------|--|--|

A. TERMS OF PURCHASE:

1. Delivery/shipment within _____ days from receipt hereof. Failure to deliver within this period shall be subject to liquidated damage of 1/10 of 1% of the total value of undelivered items for each day of delay.
2. Prices as per your quotation, bid or previous delivery.
3. Materials delivered subject to inspection and acceptance by requisitioning department/office/unit.
4. Conditions set in bid are part of Order.
5. Send bill in triplicate with the original copy of PO to requisitioning department/office/unit.

B. WARRANTY:
 A retention money in the amount equivalent to ten percent (10%) of every progress payment or a special bank guarantee equivalent to ten (10%) of the total contract price shall be required, to assure the correction of any manufacturing defects by the contract awardee, for a period of _____ after acceptance of delivery by the University.

C. OTHER REQUIREMENTS:
 All delivery invoices made against this Purchase Order should bear the VAT Number of the seller/supplier and the BIR Permit Number.

CONFORME :

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|-----------------------------|------|
| Signature Over Printed Name | Date |
| Position/Designation | |
| Name of Company | |