



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

**PURCHASE ORDER**

Page 1 of 1  
SUPREME COURT OF THE PHILIPPINES  
PROPERTY DIVISION - OCA  
SEP 26 2018  
BY: [Signature]  
TIME: 1:00

Supplier: **S. D. Leal Graphics**  
2195 F. YSL Bldg, Laveriza St.  
Pasay City

Tel No: 556-0749  
Fax No: 533-8936  
TIN:

P.O. No: LC-297-2018  
P.O. Date: Sept. 19, 2018  
Mode of Procurement: Shopping

Gentlemen:  
Please furnish this office the following articles subject to the terms and conditions contain herein.

Place of Delivery: **SUPREME COURT OF THE PHILIPPINES**  
Manila

Delivery Term:  
Payment Term:  
Thirty (30) days credit.

Date of Delivery:  
Within thirty (30) calendar days from receipt hereof.

| No.  | Stock No. | Unit | DESCRIPTION                          | QTY. | Unit Price | Amount              |
|--|-----------|------|--------------------------------------|------|------------|---------------------|
| 1  |           | pc   | Cash Book, Fiduciary (as per sample) | 50   | Php377.60  | Php18,880.00        |
| <b>EIGHTEEN THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY</b> |           |      |                                      |      |            | <b>Php18,880.00</b> |

**P. R. No. 229**  
PURPOSE: For issuance to lower courts - MCTC.  
NOTE: Original authority attached.

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

Conforms:  
[Signature]  
Signature over printed name of Supplier  
10/3/18  
Date

Very truly yours,  
[Signature]  
**CARIDAD A. PABELLO**  
OCA Chief of Office  
Office of the Administrative Services

Fund Available: [Signature]  
MARIETTA R. ESPRELON  
SC Chief Judicial Staff Officer  
Budget Division-FMO, OCA

ALLOBS NO: MCT 0918 2228  
Amount: ₱ 18,880