UNIVERSITY OF THE PHILIPPINES LOS BAŃOS FOUNDATION, INC.

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PURCHASE ORDER

SUPPLIER: Date:

ADDRESS:

P.O. No.:

SHIP/ DELIVER TO:



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Quantity** | **Description** | **Unit Price** | **Total Amount** |
|  |  |  |  |  |
| **TOTAL** | | | | **Php** |

***\*required fields***

\*Prepared by: \*Fund Code:

**Print Name & Signature**



Certified Funds Available:

**\*Contact Number:**

**\*Email Address:**

|  |  |  |
| --- | --- | --- |
| **NOTED BY:** |  |  |
|  |  |  |
| PROJECT LEADER |  | UNIT DIRECTOR |
|  |  |  |
|  |  |  |
| COLLEGE DEAN |  | **APPROVED BY:** |
|  |  |  |
|  |  | **DR. ENRICO P. SUPANGCO** |
|  |  | Executive Director |