

PURCHASE ORDER



Version 002-2020

SUPPLIER		PO No.	
Address		PO Date	

The Manager:

Please provide this Office and charge to the account of **Philippine Ports Authority- PMO SOCSARGEN** the following goods and/or services:

Particulars / Description	Unit	Unit Cost	Quantity	Total Amount (Inclusive of VAT)

PURPOSE / REMARKS	
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Terms of PO:

Distribution of Copies: Original (SUPPLIER); Duplicate (PPA)

1. PO shall be valid within 24 hours from PO date.
2. Authorized PPA representative shall be required by the supplier to present valid ID upon pick-up or receipt of delivered goods and/services.
3. Any alteration in the entries reflected in the PO shall render the same invalid.

APPROVED BY:	GOODS/SERVICES RECEIVED BY:
SIGNATURE OVER PRINTED NAME OF PPA APPROVING AUTHORITY	SIGNATURE OVER PRINTED NAME OF PPA AUTHORIZED REPRESENTATIVE