



P.O. BOX 90
MONROVIA, LIBERIA

LOCAL PURCHASE ORDER

No. 17675

DATE: Feb. 5, 2021

ORDERING DEPT: Executive

TO: Beaver

TO: Deputy
Communications

COMMUNICATIONS

TERMS OF PAYMENT Net 15 days upon receipt of invoice

REQUISITION # 032

DEPT. CODE: 104/De AC

ACCTS. CODE:

REQUISITION # 0326/21-146

QTY	UNIT	DESCRIPTION (SPEC. SOW, TOR)	UNIT PRICE	AMOUNT
1		Canon iR2520 Digital Copier Built in Duplexer, Network Printing & Scanning Complete with Start up Inner Complete with ADF with Stand	2,750	2,750
1		Canon B1 Inner Finisher Complete with 2-Way Unit B1 and power Supply Unit UI 1K2520, 2520, 2525, 2525, 2530, 2530	1,450	1,450
* One year warranty on manufacturing defect.				
Ex-Stock for immediate delivery				
PURCHASE ORDER NO.			TOTAL 4,400	

INVOICE MUST SHOW PURCHASE ORDER NO.
ACCOUNT COPY: PINK

INVOICE MUST SHOW
VENDOR COPY WHITE

ACCOUNT COPY: PINK
FILE COPY: YELLOW

VENDOR COPY: WHITE
VENDOR FILE: GREEN

ACCOUNT COPY: PINK
REF. FILE COPY: YELLOW BOOK COPY: BLUE

PROCUREMENT MANAGER

MANAGING DIRECTOR

COMPTROLLER