



PURCHASE ORDER

Purchase Order No.	
Date:	
Vendor ID:	

TO:	SHIP TO:
Name: Address: Tel: Fax:	Mekong River Commission Secretariat (MRC) P.O box 6101, Unit 18 Ban Sithan Neua, Sikhottabong District, Vientiane 01000, Lao PDR. <u>Tel:</u> +856-21-263263, Fax: +856-21-263264

F.O.B.POINT		SHIP VIA	REQUESTOR
QUOTATION	QUOTE DATE	DATE REQUIRED	TERMS

LINE	DESCRIPTION	PR NUMBER	GL ACCOUNT	UNITS	QUANTITY	UNIT PRICE (USD)	TOTAL (USD)
TOTAL							

Prepared by:	Checked by:	Certified- Funds Available by:	Approved by:
Name Procurement Assistant	Name Procurement Officer	Name Chief Finance Officer	Name AD Director/CEO (<\$20,000.00/≥20,000.00)

IMPORTANT: Procurement Unit's prior approval should be obtained for any changes in the articles or quantities described in the Purchase Order of the articles and non-payment of the invoice. Failure to deliver the goods or complete the services by the date specified in the Purchase Order may Purchase Order without notice, in addition to levy of liquidated damages at the rate of 3% of the value of non-delivered goods per month, unless an exupon in advance.