

PURCHASE ORDER

0000203-00

Page # 1

Customer Code CHECKERS HOME AN

Supplier
 CHECKERS HOME AND OFFICE 10CH02
 48 KENNETH KAUNDA AVE 111 1ST FLOOR
 HARARE HA
 ZIMBABWE
 Attn: 0242570668



BILL TO:			SHIP TO:		
BOX 100 CNNR MAYOR URIMBO/GSILUNDIKA HARARE			NON-STOCK ITEMS WAREHOUSE HA		
PO Date	Request	Promise	Currency		
03/07/2024	03/07/2024	03/07/2024	USD		

Ln#	Part Number	Description	ORI Quant	DLV Quant	UOM	Unit Price	Disc	Amount
1	*100FASSETS	BELLA SWIVEL CHAIR OFFICE FURNITURE	1	0	EACH	391.30		391.30
				1				

Total Excluding VAT

391.30 U

Memo:
 PROCUREMENT MANAGER
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 Buyer GENERAL USERS

 Authorized

Date: 03/07/2024



MEMORANDUM

PURCHASE PAPER

To : GM Finance
From : Procurement
Date : 18 June 2024
Ref : Memo
Purpose : Procurement of swivel chair for Procurement manager

Table with 6 columns: Entity code, Dept., Cost, Commitment No., Funds available, General Ledger Acc. Handwritten values: 10DA1163, Procurement, USD\$391.30, US\$137.78, 1501

BUDGETS OFFICER: [Signature] MANAGEMENT ACCOUNTANT: [Signature]

Items: Bella swivel chair 27/6/24

Background

The request was made by procurement department.

Evaluation

Companies which were invited responded as detailed below

Bella swivel chair

Table with 7 columns: Supplier, Qty, Unit Price Excl Vat, Total Excl of VAT, VAT, Total Incl of VAT, Praz Registration. Rows include CHECKERS, INFINITY FURNITURES, RICHMOND FURNITURE.

Recommendations

Items to be supplied by CHECKERS at a total cost of USD\$450.00

Initiated by: *[Signature]*
(Procurement Assistant)

Approved by: *//*
(Procurement Officer)

Recommended by: *[Signature]* 01/07/2024
(AGM Finance))

Verified by: *[Signature]*
(Procurement Manager)

Authorised by: *[Signature]*
(Post Master General) 02/07/24