**INSTITUTO TECNOLOGICO DE OCOTLÁN**

**DEPARTAMENTO DE RECURSOS MATERIALES Y SERVICIOS**

**OFICINA DE ADQUISICIONES**

**ORDEN DE COMPRA DEL BIEN O SERVICIO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proveedor:** | Escribir Nombre. | **No. de Orden de Compra:** | Escribir Número. | |
| **Fecha:** | **dd/mm/aaaa** |  | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | CANT. | UNIDAD | **DESCRIPCIÓN** | **AREA SOLICITANTE** | **NO. REQUISICIÓN** | **PRECIO UNITARIO** | **IMPORTE PARCIAL** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
|  | | | | | **Sub Total** | |  |
|  | | | | | **I.V.A. 16%** | |  |
|  | | | | | **I.V.A. Retenido** | |  |
|  | | | | | **Total** | |  |

|  |  |  |
| --- | --- | --- |
| **OFICINA DE ADQUISICIONES** | **DEPARTAMENTO DE RECURSOS**  **MATERIALES Y SERVICIOS** | **SUBDIRECTOR(A) ADMINISTRATIVO** |
| **ESCRIBIR NOMBRE** | **ESCRIBIR NOMBRE** | **ESCRIBIR NOMBRE** |