**ORDEN DE COMPRA DE BIENES Y SERVICIOS**

PROVEEDOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ORDEN NO. \_\_\_\_\_\_\_\_

FECHA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **CANT.** | **UNIDAD** | **DESCRIPCIÓN** | **ÁREA SOL.** | **NO. REQ.** | **PRECIO UNIT.** | **IMPORTE PARCIAL** |
|  |  |  |  |  |  |  |  |
| **SUBTOTAL** | | | | | | |  |
| **IVA** | | | | | | |  |
| **TOTAL** | | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **JEFE(A) DE LA OFICINA DE ADQUISICIONES** |  | **JEFE(A) DEL DEPTO. DE RECURSOS MATERIALES Y SERVICIOS** |  | **SUBDIRECCIÓN DE SERVICIOS ADMINISTRATIVOS** |