



PURCHASE ORDER

Procurement Unit

Tel No.: (045) 606-8142/ 606-8157

DELIVERY DUE DATE: Pick-up
C.O.D

Supplier : **PANDAYAN BOOKSHOP, INC.**

Address : San Roque, Tarlac City

Type of Business : Merchandising

TIN No. : 002-857-329-052

Tel. No. : 0923-084-5931

PR No.: 2022-10-313

PO No.: 2022-525

Date: 11/4/2022

Mode of Procurement: Small Value

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **TARLAC STATE UNIVERSITY**

Delivery Term: Pick-up

Date of Delivery:

Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
20	roll	METALLIC FOIL (Silver) , 1yrd	1	21.00	21.00
21	roll	METALLIC FOIL (Gold) , 1yrd	1	21.00	21.00
24	roll	METALLIC FOIL (Violet) , 1yrd	1	21.00	21.00
***** <i>Purpose: for COS: Leadership Training Summit use on October 29, 2022</i>					<u>63.00</u>

(Total Amount in Words) Sixty Three Pesos Only

Warranty shall be for a period minimum of Three (3) months for expendable supplies, or a minimum period of one (1) Year for non-expendable supplies. In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

DR. GRACE N. ROSETE

Vice President for Administration

Authorized Official

Conforme:

PANDAYAN BOOKSHOP, INC.

(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____

COMMISSION ON AUDIT - TSU

RECEIVED

DATE NOV 18 2022

Funds Available:

JASPER A. YAUDER, CPA

Budget Officer

ALOBS No. :

Amount :