



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 10/25/23

Supplier : **DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**

Address : C. Santos St., Tarlac City

Type of Business : Merchandising

TIN No. : 000-540-804-000 VAT Reg.

Tel. No. : (045) 925-0944

PR No.: 2023-09-338

PO No.: 2023-493

Date: 10/03/2023

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: 15 calendar days

Date of Delivery:

Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	ream	BOND PAPER A4, 70gsm ***** <i>Purpose: to be used in processing of documentary requirements for TES and TPD Grantees of CHED. Charged to Administrative Cost</i>	10	240.00	<u>2,400.00</u>

(Total Amount in Words) Two Thousand Four Hundred 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:

10/10/23

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(Signature over printed name & date)

Bank Account Name: _____

Bank Account Number: _____

Bank Name: _____

Bank Address: _____



Funds Available:

JASPER A. YAUDER, CPA

Budget Officer

ALOBS No. : 82-202403-2023-10-0205
Amount : 2,400.00