



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 10/21/23

**E-GLORIA'S FLOWER SHOP, PARTY NEEDS & CATERING**

Supplier : **SERVICES**  
Address : M.H Del Pilar, Sto. Cristo, Tarlac City  
Type of Business : Merchandising  
TIN No. : 405-183-384-000 Non-VAT  
Tel. No. : 0939-734-8707 / 0917-180-1555

PR No.: 2023-09-364  
PO No.: 2023-505  
Date: 10/05/2023  
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
90	pack	BALLOONS, Red, 20's, 12"	5	90.00	450.00
91	pack	BALLOONS, Blue, 20's, 12"	7	90.00	630.00
92	pack	BALLOONS, White, 20's, 12"	6	90.00	540.00
93	pack	BALLOONS, Yellow, 20's, 12"	5	90.00	450.00
94	pack	BALLOONS, Assorted, 40's, 12"	2	180.00	360.00
95	pack	BALLOONS, 10", 25's, Orange	2	65.00	130.00
96	pack	BALLOONS, 10", 25's, Black	2	65.00	130.00
97	pack	BALLOONS, 10", 25's, Gold	2	65.00	130.00
98	pack	BALLOONS, 10", 25's, Silver	2	65.00	130.00
99	pack	BALLOONS, Long, Orange	2	58.00	116.00
100	pack	BALLOONS, Long, Black	2	58.00	116.00
101	pack	BALLOONS, Long, Silver	2	58.00	116.00
102	pack	BALLOON PUMP, Hand Pump Inflator, Large	5	50.00	250.00
133	pcs	PARTY POOPERS	2	140.00	280.00
***** Purpose: Materials for the Foundation Week Celebration					<b><u>3,828.00</u></b>

(Total Amount in Words) Three Thousand Eight Hundred Twenty-Eight 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:

*[Signature]* 10/6/23

**E-GLORIA'S FLOWER SHOP, PARTY NEEDS & CATERING SERVICES**

(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. : 02-10101-2023-10-0995  
Amount : ₱ 3,828