



# PURCHASE ORDER

DELIVERY DUE DATE: Pick-up / COD

Procurement Unit  
Contact No. (045) 911-1616

Supplier: **TOPCOMS MARKETING CORPORATION**  
Address: 1617 TAJAWAL, Marikina, Metro Manila  
Type of Business: Merchandising  
TIN No. 000-775-958-000 (LAT Reg.)  
Tel. No. (02) 525-3205

Invoice No. 2023-02-0100  
Invoice Date 2/23/2023  
Invoice Period 2/27/2023 - 3/2/2023  
Invoice No. 2023-02-0100

Gentlemen:

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

Place of Delivery:		<b>TARLAC STATE UNIVERSITY</b>		Delivery Term:	Pick-up
Date of Delivery:				Payment Term:	(COD)
Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
9	pcs	GLOVES, Baseball Soft Left-Handed, Rawlings Player Preferred	6	6,700.00	40,200.00
10	set	GLOVES, Baseball Rawlings Renegade Catcher Set - RSB Gloves + Player Catcher, Renegade CB	1	4,100.00	4,100.00
12	pcs	GOGGLES, Aquaguard protective goggles western fit (Color Gray Silver) (Brand Young)	12	1,000.00	12,000.00
13	pcs	GLOVES, Softball Right-Handed	25	2,800.00	70,000.00
14	pcs	GLOVES, Softball Left-Handed	25	1,300.00	32,500.00
15	dozen	BALL, Softball, 12 inches diameter, 12 months	1	33,000.00	33,000.00
					<b>244,400.00</b>

Total Amount in Words: Two hundred forty-four thousand four hundred (400) pesos only.

Warranty shall be for up to one year from the date of purchase. The supplier shall be held responsible for any defects in the goods supplied. The supplier shall be held responsible for any defects in the goods supplied. The supplier shall be held responsible for any defects in the goods supplied.

3/8/23

**TOPCOMS MARKETING CORPORATION**

Signature over printed name & title

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

Vice President for Administration  
Commission on Audit

COMMISSION ON AUDIT - TSLU  
**RECEIVED**  
MAR 08 2023

Funds Available:  
  
BUDGET OFFICER

BUDGET OFFICER

Item No. 2023-02-0100 | Item Name: | Qty: | Unit Price: | Total: |



# PURCHASE ORDER

Procurement Unit  
Telefax No.: 045-982-4630

**DELIVERY DUE DATE:** Pick-up / COD

Supplier : **TOPCOMS MARKETING CORPORATION**  
Address : 1647 Taft Ave. Malate, Manila  
Type of Business : Merchandising  
TIN No. : 000-775-958-000 VAT Reg.  
Tel. No. : (02)525-3205

PR No.: 2023-02-058  
PO No.: 2023-092  
Date: 3/2/2023  
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**  
Date of Delivery:

Delivery Term: Pick-up  
Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
9	pcs	<b>GLOVES</b> , Baseball, Self Left-Handed, Rawlings Player Preferred	6	6,700.00	40,200.00
10	set	<b>GLOVES</b> , Baseball, Rawlings Renegade Catcher Set + RSB Gloves + Player Catcher, Renegade FB	1	44,000.00	44,000.00
12	pcs	<b>GOGGLES</b> , Aquapause pro mirror goggle western fit (Oxid/Gray/Silver/Chrome), Yingfa	10	1,200.00	12,000.00
13	pcs	<b>GLOVES</b> , Softball, Right Gloves	12	6,400.00	76,800.00
14	pcs	<b>GLOVES</b> , Softball, Left Gloves	6	6,400.00	38,400.00
15	dozen	<b>BALL</b> , Softball, 12 inches <i>Warranty: 3 months</i> ***** <i>Purpose: for SCUAA OLYMPICS 2023</i>	3	11,000.00	33,000.00
					<b><u>244,400.00</u></b>

(Total Amount in Words) Two Hundred Forty Four 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. GRACEN. ROSETE**  
Vice President for Administration

Conforme:

Authorized Official  
MAR 03 2023 *Abby*

**TOPCOMS MARKETING CORPORATION**  
(Signature over printed name & date)  
Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

COMMISSION ON AUDIT, TSU  
**RECEIVED**  
Date: MAR 08 2023

Funds Available:  
  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : 02-20644-2023-02-048  
Amount : 244,400.00