



PURCHASE ORDER

DELIVERY DUE DATE: 4/6/24

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

Supplier: **CRAYOLA, ATBP. (STAPLER'S INC.)**
Address: **F. Tañedo St., San Nicolas, Tarlac City**
Type of Business: **Merchandising**
TIN No.: **439-392-896-000 VAT Reg.**
Tel. No.: **0917-514-2529**

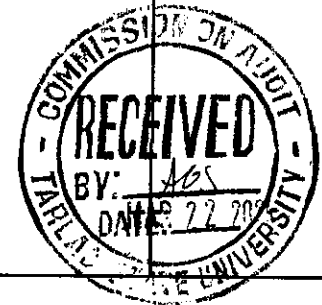
PR No.: **2024-02-038**
PO No.: **2024-161**
Date: **03/14/2024**
Mode of Procurement: **Small Value**

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: **15 calendar days**
Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
7	box	BINDER CLIP, 2inches, Black	5	90.00	450.00
8	box	BINDER CLIP, 3/4 inches, Black	5	22.00	110.00
9	box	PAPER CLIP, 50mm, vinyl coated	5	30.00	150.00
10	box	PAPER CLIP, 35mm, vinyl coated	5	18.00	90.00
***** Purpose: to be used in the conduct of the research proposal entitled "Community Needs Assessment Towards Transforming and Revitalizing Local Arts and Culture (Tarlac): A community-based Tourism Initiative". Lead Author: Myrel M. Santiago					800.00



(Total Amount in Words) Eight 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. ARNOLD E. VELASCO
University President

Authorized Official

Conforme:

3/22/24

CRAYOLA, ATBP. (STAPLER'S INC.)

(Signature over printed name & date)

Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

Funds Available:

JASPERA YAUDER, CPA
Budget Officer

ALOBS No.: **01-706441-2024-03-0863**
Amount: **₱ 800.00**