



PURCHASE ORDER

DELIVERY DUE DATE: 8/12/22

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

Supplier : **TEKOGRAFIX**
Address : Blk 7 San Roque, McArthur Highway, Tarlac City
Type of Business : Merchandising
TIN No. : 272-024-401-000 Non-VAT
Tel. No. : 0948 - 6254451

PR No.: 2022-04-106
PO No.: 2022-290
Date: 6/22/2022
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**
Date of Delivery:


Delivery Term: 30 calendar days
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
3	pc	TARPAULIN PRINTER HEAD CAPPING ***** <i>Purpose: APP 2022 1st Qtr - Office supplies</i>	1	2,000.00	<u>2,000.00</u>


(Total Amount in Words) Two Thousand 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:

 7/13/22

TEKOGRAFIX

(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. : 02-207512-2022-06-0095
Amount : ₱ 2,000 -