



PURCHASE ORDER

w/items 11/8/24

DELIVERY DUE DATE: 09 NOV 2024

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

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.: 2024-10-447
PO No.: 2024-719
Date: 11/08/2024
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** Delivery Term: November 9, 2024
Date of Delivery: _____ Payment Term: n/15

| Item No. | Unit | Description | Quantity | Unit Cost | Total Cost |
|----------|--------|---|----------|-----------|------------------------|
| 1 | ream | VELLUM, A4, 180gsm (100's) | 3 | 275.00 | 825.00 |
| 7 | roll | TAPE, Transparent 3/4" | 10 | 18.00 | 180.00 |
| 9 | bottle | GLUE, 130g ***** <i>Purpose: for CPA-SC Leadership Training on November 9, 2024</i> | 4 | 60.00 | 240.00 |
| | | | | | <u>1,245.00</u> |

(Total Amount in Words) One Thousand Two Hundred Forty-Five 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
President

Authorized Official

Conformer:

11/8/24

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. : 02-10644- 2024-11-3670
Amount : 1,245.00