



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 04-10-2020

Supplier : **TEKOGRAFIX**
 Address : #2 Champaca St., San Vicente, Tarlac City
 TIN No. : 272-024-401-000 NON VAT
 Tel. No. : 0948 - 6254451

PR No.: 2020-02-046
 PO No.: 2020-137
 Date: 3/5/2020
 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: 30 calendar days
 Date of Delivery: _____ Payment Term: n/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pcs	YARN LEI , Made of Abaca w/ dome TSU logo	300	150.00	45,000.00
2	pcs	MUG , Plain white w/ box	200	50.00	10,000.00
3	pcs	USB , 8gb, Class A	100	350.00	35,000.00
***** Purpose: APP 2020 1st Qtr					<u>90,000.00</u>

(Total Amount in Words) Ninety 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. GLENARD T. MADRIAGA
 VP, Admin. & Finance
 Authorized Official

Conforme:

3/11/2020

TEKOGRAFIX

(Signature over printed name & date)

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



Funds Available:

ELENA MAY T. TEOFILO
 OIC, Budget Office

ALOBS No. : _____
 Amount : _____

posted 3/11/2020