



PURCHASE ORDER

DELIVERY DUE DATE: 12/6/23

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.: 2023-10-391
 PO No.: 2023-566
 Date: 11/03/2023
 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** Delivery Term: 15 calendar days
 Date of Delivery: Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
3	ream	BOND PAPER, Long	2	260.00	520.00
4	ream	BOND PAPER, A4 ***** <i>Purpose: for the conduct of study entitled "Employment Outcome of the Scholar Graduates of Tarlac State University" Lead Author - Evangeline D. Guiang</i>	2	240.00	480.00
					<u>1,000.00</u>

(Total Amount in Words) One 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:

11/21/23

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(Signature over printed name & date)

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

NOV 21 2023

Funds Available:

JASPER A. YAUDER, CPA
 Budget Officer

ALOBS No. : 02-20241-2023-11-2671
 Amount : 1,000.00