



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 3/2/23

Supplier : **EVERYBODY'S TRADING AND GEN. MDSE.**  
 Address : San Fernando, Victoria, Tarlac  
 Type of Business : Merchandising  
 TIN No. : 158-507-457-000  
 Tel. No. : 0932-520-9005

PR No.: 2023-01-007  
 PO No.: 2023-035  
 Date: 01/26/2023  
 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**  
 Date of Delivery:  
 Delivery Term: 30 calendar days  
 Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
10	pcs	<b>Planner, with Ballpen, size A5 hardbound color: maroon with TSU Logo</b> ***** <i>Purpose: For APP 1st Qtr 2023: Souvenir</i>	150	235.00	<b><u>35,250.00</u></b>

(Total Amount in Words) Thirty-Five Thousand Two Hundred Fifty 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

Conforme:

*Imy Plataca 1/31/23*

Very truly yours,

**DR. GRACE N. ROSETE**  
 Vice President for Administration  
 Authorized Official

### EVERYBODY'S TRADING AND GEN. MDSE.

(Signature over printed name & date)

Bank Account Name: \_\_\_\_\_  
 Bank Account Number: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
 JAN 31 2023

Funds Available:

**JASPER A. YAUDER, CPA**  
 Budget Officer

ALOBS No. : 42-207712- 2023-01-001/2  
 Amount : ₱ 35,250