



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 01/16/24

Supplier : **IMM BRAKE CLUTCH & PARTS**  
Address : Romulo Blvd, Tarlac City, Tarlac  
Type of Business : Merchandising  
TIN No. : 105-362-023-000 VAT Reg.  
Tel. No. : 0919-639-1972 / 606-7588

PR No.: 2023-11-453  
PO No.: 2023-662  
Date: 12/14/2023  
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: 20 calendar days  
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	liter	ENGINE OIL FULLY SYNTHETIC	7	780.00	5,460.00
2	piece	OIL FILTER, C-III	1	350.00	350.00
3	piece	FUEL FILTER	1	380.00	380.00
***** Purpose: for Maintenance Service of Innova SLF-323					<u>6,190.00</u>

(Total Amount in Words) Six Thousand One Hundred Ninety 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

Conforme: *Alayla 12-27-23*

Authorized Official

**IMM BRAKE CLUTCH & PARTS**  
(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. : 02-206441-2023-12-707  
Amount: 6,190.00