



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 3/23/24

Supplier : **TRN-TOP CLEANING SUPPLIES TRADING**  
Address : Calle Edward, Brgy. San Sebastian, Tarlac City  
Type of Business : Merchandising  
TIN No. : 614-040-783-00000 Non-VAT  
Tel. No. : (045) 982-5262 / 0920-962-7449

PR No.: 2023-12-509  
PO No.: 2024-098  
Date: 02/02/2024  
Mode of Procurement: Shopping

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
1	can	<b>AIR FRESHENER</b> , Aerosol, 280ml/150g, Glade	20	330.00	6,600.00
2	piece	<b>BROOM</b> , Stick (Ting-Ting)	50	38.00	1,900.00
3	pack	<b>INTERFOLDED PAPER TOWEL</b> , 150 Pulls	50	45.00	2,250.00
4	roll	<b>TRASH BAG</b> , Plastic, Black, 10pcs/roll (XXL)	5	100.00	500.00
***** Purpose: APP CSE (not available in PS-DBM)					<b>11,250.00</b>

(Total Amount in Words) Eleven 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

Very truly yours,

Conforme:

*A4*  
2/22/24

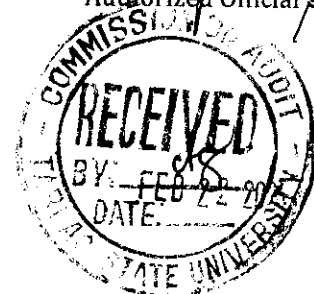
**DR. GRACE N. ROSETE**  
Vice President for Administration

Authorized Official

**TRN-TOP CLEANING SUPPLIES TRADING**

(Signature over printed name & date)

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



Funds Available:

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

ALOBS No. : 02-706471-2024-02-0252  
Amount : 11,250.00