



PURCHASE ORDER

DELIVERY DUE DATE: 2/20/24

Procurement Unit

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

Supplier: **CRAYOLA, ATBP. (STAPLER'S INC.)**
Address: **F. Tañedo St., San Nicolas, Tarlac City**
Type of Business: **Merchandising**
TIN No.: **439-392-896-000 VAT Reg.**
Tel. No.: **0917-514-2529**

PR No.: **2024-01-020**
PO No.: **2024-116**
Date: **02/08/2024**
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: **5 calendar days**

Date of Delivery:

Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
4	pack	SPECIALTY PAPER, A4 220gsm, 10's ***** <i>Purpose: Materials to be used for COS Socials 2024 on February 22, 2024</i>	3	50.00	<u>150.00</u>

(Total Amount in Words) One 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,

DR. GRACE N. ROSETE

Vice President for Administration

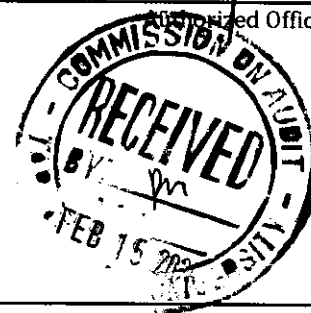
Authorized Official

Conforme: *J. Herman* 2/15/24

CRAYOLA, ATBP. (STAPLER'S INC.)

(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-M441-M4-02-0470**
Amount: **150.00**