



PURCHASE ORDER

DELIVERY DUE DATE: 12/24/23

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.: 2023-11-474

PO No.: 2023-655

Date: 12/07/2023

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	Delivery Term:	10 calendar days
Date of Delivery:		Payment Term:	n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
3	pack	VELLUM SPECIALTY PAPER, A4, 180 GSM 10pcs	20	45.00	900.00
4	piece	CERTIFICATE HOLDER, A4 (MAROON) ***** Purpose: to be used for EFLA	50	55.00	2,750.00
					3,650.00

(Total Amount in Words) Three Thousand Six Hundred Fifty 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. GRACEN ROSETE
Vice President for Administration
Authorized Official

Conforme:

12/14/23

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(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. :

Amount :