



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 1/14/24

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.: 2023-10-413
 PO No.: 2023-632
 Date: 12/06/2023
 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**
 Date of Delivery:

Delivery Term: 30 calendar days
 Payment Term: n/15

| Item No. | Unit | Description | Quantity | Unit Cost | Total Cost |
|----------|------|--|----------|-----------|-----------------|
| 41 | pack | TISSUE PAPER, 2ply (12 rolls/pack) ***** Purpose: Establishment of DOST-TSU Aslagan TBI | 10 | 210.00 | 2,100.00 |



(Total Amount in Words) Two Thousand One Hundred 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:

[Signature]
 12/15/23

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

TRN-TOP CLEANING SUPPLIES TRADING

(Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

Funds Available:

[Signature]
IASPERA A. YAUDER, CPA
 Budget Officer

ALOBS No. : 02-708649-2023-12-0258
 Amount : 2,100.00