



# PURCHASE ORDER

**DELIVERY DUE DATE:** 6/10/22

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

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**  
Address : San Sebastian Village Phase 3, Tarlac City  
Type of Business : Manufacturing  
TIN#: 007-290-469-000 VAT REG.  
Tel. No. : 045 - 9821814

PR No.: 2022-04-096  
PO No.: 2022-253  
Date: 5/31/2022  
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: 15 calendar days  
Date of Delivery: \_\_\_\_\_ Payment Term: N/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	ream	<b>BOND PAPER</b> , Colored, 8-1/2 x 11, 80gsm, 500 sheets/ream, yellow	1	450.00	450.00
2	ream	<b>BOND PAPER</b> , Colored, 8-1/2 x 11, 80gsm, 500 sheets/ream, pink	1	450.00	450.00
3	ream	<b>BOND PAPER</b> , Colored, 8-1/2 x 11, 80gsm, 500 sheets/ream, blue	1	450.00	450.00
***** Purpose: for APP 2022					<b><u>1,350.00</u></b>

(Total Amount in Words) One Thousand Three 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

JUN 03 2022

Conforme:

*[Signature]* 6-2-2022

**A.C. MENDOZA PRINTING COMPANY INC.**

(Signature over printed name & date)

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

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
By: \_\_\_\_\_ Date: JUN 03 2022

Funds Available:

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

ALOBS No. : 02-102101-22-06-0353  
Amount : ₱ 1,350.00