



PURCHASE ORDER

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

DELIVERY DUE DATE: 12/2/23

Supplier : **CRAYOLA, ATBP. (STAPLER'S INC.)**
Address : **E. 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.: **2023-10-406**
PO No.: **2023-577**
Date: **11/10/2023**
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: **10 calendar days**
Date of Delivery: _____ Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
6	ream	BOND PAPER, (hard copy 70 GSM Dimensions: 8.5X11 inches)	2	240.00	480.00
7	ream	BOND PAPER, (hard copy 70 GSM Dimensions: 8.5X13 inches)	2	260.00	520.00
***** <i>Purpose: to be used in the conduct of the research proposal entitled "Phase 1 - Indigenous Hunting and Fishing Methods and Practices in Tarlac Province" of Mr. Jovito Z. Taruc as the lead-researcher</i>					<u>1,000.00</u>

(Total Amount in Words) One Thousand 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:
11-22-23

CRAYOLA, ATBP. (STAPLER'S INC.)

(Signature over printed name & date)

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

COMMISSION ON AUDIT - TSU
RECEIVED
By:
Date: **NOV 22 2023**

Funds Available:

JASPER A. YAUDER, CPA
Budget Officer

ALOBS No.: **02-206441-2023-11-2711**
Amount: **1,000.00**