



# PURCHASE ORDER

w/items 8/8/24

**DELIVERY DUE DATE:** 07 SEP 2024

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.: 2024-06-249  
PO No.: 2024-502  
Date: 08/02/2024  
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: 30 calendar days  
Date of Delivery: \_\_\_\_\_ Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
9	box	<b>BALLPEN</b> , red, fine point 0.5mm, gel pen, (12pcs/box) ***** <i>Purpose: for Establishment of DOST-TSU Aslagan</i>	5	360.00	<b><u>1,800.00</u></b>

(Total Amount in Words) One Thousand Eight 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,



DR. ARNOLD E. VELASCO  
President

Authorized Official

Conforme:

*Justo Ponce 8-8-24*

**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, CPA**  
Budget Officer

ALOBS No.: *02-708603-2024-08-CAS*  
Amount: *1,800.00*