



PURCHASE ORDER

DELIVERY DUE DATE: Pick-Up / COD

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

Supplier : **PANDAYAN BOOKSHOP, INC.**
Address : San Roque, Tarlac City
Type of Business : Merchandising
TIN No. : 002-857-329-052
Tel. No. : 0923-084-5931

PR No.: 2025-01-009
PO No.: 2025-057
Date: 1/28/2025
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: Pick-up

Date of Delivery:

Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
18	pack	VELLUM/SPECIALTY PAPER, 180gsm, A4	1	32.00	32.00
19	bottle	GLUE, 240g	2	129.00	258.00
20	roll	TAPE, Double Sided, 24mm	3	40.00	120.00
***** Purpose: Materials to be used for MR. and MS. LTS					<u>410.00</u>

(Total Amount in Words) Four Hundred Ten 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:

PANDAYAN BOOKSHOP, 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. : 02-206441-2025-02-0045

Amount : ₱410