



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: Pick-up/cob

Supplier : **PANDAYAN BOOKSHOP, INC.**
 Address : San Roque, Tarlac City
 Type of Business : Merchandising
 TIN No. : 002-857-329-052
 Tel. No. : 0923-084-5931 / 0925-545-5161

PR No.: 2023-08-335 ✓
 PO No.: 2023-497 ✓
 Date: 10/3/2023 ✓
 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: Pick-up ✓

Date of Delivery:



Payment Term: COD ✓

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	ream	PAPER VELLUM, 8-1/2" x 13", 180gsm (long white) ***** Purpose: APP - 3rd Quarter 2023 Printing Press (For Office Supplies) ✓	50	271.00	<u>13,550.00</u> ✓

(Total Amount in Words) Thirteen Thousand Five 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 

Conforme:

 10/6/23
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. : 02-207512-2023-10-0115
 Amount : ₱13,550-