



PURCHASE ORDER

DELIVERY DUE DATE: 5/13/22

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

Supplier : **STAPLERS INC.**
Address : Blk. 8 F. Tanedo St., Brgy. San Nicolas, Tarlac City
Type of Business : Merchandising
TIN No. : 439-392-896-000 VAT Reg.
Tel. No. : (045) 982-0529

PR No.: 2022-03-083
PO No.: 2022-173
Date: 4/8/2022
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
3	pcs	PERMANENT MARKER , Fine Tip, Black, Pilot	140	40.00	5,600.00
9	pcs	FILE FOLDER , White, A4 size	60	6.00	360.00
10	reams	BOND PAPER , A4, 80gsm, Substance 20	3	250.00	750.00
***** <i>Purpose: To be used by 2 ENTRY POINTS (Environmental Protection and Economic Livelihood) of DOST Community Empowerment through Science and Technology (CEST) Extension Project in San Clemente, Mayantoc, San Jose, and Bamban</i>					<u>6,710.00</u>

(Total Amount in Words) Six Thousand Seven 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. ARMEE N. ROSEL
VP, Research & Extension Services
Authorized Official

Conforme: *Len Bantol*
4/13/22

STAPLERS INC.

(Signature over printed name & date)

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



Funds Available:

ALOBS No. : 02-208603-2022-04-0065
Amount : ₱6,710-

JASPER A. YAUDER, CPA
Budget Officer