



PURCHASE ORDER

DELIVERY DUE DATE: 12/31/23

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

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**
Address : San Sebastian Village Phase 3, Tarlac City
Type of Business : Manufacturing
TIN#: 007-290-469-000 VAT REG.
Tel. No. : 045 - 9821814

PR No.: 2023-11-475
PO No.: 2023-628
Date: 12/05/2023
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: 15 calendar days
Date of Delivery: _____ Payment Term: N/15

| Item No. | Unit | Description | Quantity | Unit Cost | Total Cost |
|---|------|--|----------|-----------|-------------------------|
| 1 | box | COMPUTER CONTINOUS FORM, 1ply, 280mm x 241mm | 8 | 882.50 | 7,060.00 |
| 2 | box | COMPUTER CONTINOUS FORM, 2ply, 280mm x 241mm, carbonless | 6 | 1,026.48 | 6,158.88 |
| 3 | box | COMPUTER CONTINOUS FORM, 3ply, 280mm x 241mm, carbonless | 10 | 790.40 | 7,904.00 |
| ***** Purpose: for payroll purposes - APP-CSE 2023 | | | | | <u>21,122.88</u> |

(Total Amount in Words) Twenty-One Thousand One Hundred Twenty-Two Pesos and Eighty-Eight Centavos 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:

12/6/23

A.C. MENDOZA PRINTING COMPANY INC.

(Signature over printed name & date)

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

COMMISSION ON AUDIT
RECEIVED
By: _____ Date: DEC 06 2023

Funds Available:

JASPER A. YAUDER, CPA
Budget Officer

ALOBS No. : 02-102401-2023-12-0908
Amount : ₱ 21,122.88