



PURCHASE ORDER

DELIVERY DUE DATE: Pick-up / C.O.D

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.: 2023-01-037
PO No.: 2023-073
Date: 2/15/2023
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**
Date of Delivery: _____
Delivery Term: Pick-up
Payment Term: COD

| Item No. | Unit | Description | Quantity | Unit Cost | Total Cost |
|----------|------|---|----------|-----------|----------------------|
| 1 | pcs | LETTER BALLON , Gold, C, A, F, A, G, I, B, I, G | 9 | 25.00 | 225.00 |
| 2 | pack | BALLOON , 10" Rubber balloon, 10pcs/pack, red | 4 | 52.00 | 208.00 |
| 3 | pack | BALLOON , 10" Rubber balloon, 10pcs/pack, pink | 4 | 52.00 | 208.00 |
| 4 | pack | BALLOON , 10" Rubber balloon, 10pcs/pack, white | 2 | 52.00 | 104.00 |
| 9 | pcs | TAPE , Double sided, 24mm x 10mm ***** <i>Purpose: For CAFAGIBIG Session</i> | 1 | 40.00 | 40.00 |
| | | | | | <u>785.00</u> |

(Total Amount in Words) Seven Hundred Eighty Five 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

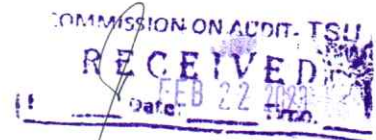
Conforme:

2/22/23

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. :
Amount :