



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 10/19/23

Supplier : **IMM BRAKE CLUTCH & PARTS**  
Address : Romulo Blvd, Tarlac City, Tarlac  
Type of Business : Merchandising  
TIN No. : 105-362-023-000 VAT Reg.  
Tel. No. : 0919-639-1972 / 606-7588

PR No.: 2023-09-346  
PO No.: 2023-491  
Date: 09/29/2023  
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: 15 calendar days  
Payment Term: n/15


Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	liter	ENGINE OIL, 5W-30 Fully Synthetic	10	780.00	7,800.00
2	piece	OIL FILTER, 15613-E0080	1	1,800.00	1,800.00
***** Purpose: For Maintenance Service of Coaster P2-N458					<b><u>9,600.00</u></b>

(Total Amount in Words) Nine Thousand Six Hundred 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:  10/4/23

**IMM BRAKE CLUTCH & PARTS**

(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. : 02-102101-2023-10-0784  
Amount : ₱ 9600-