



PURCHASE ORDER

DELIVERY DUE DATE: February 14, 2024

Procurement Unit

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

Supplier : **DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**
 Address : C. Santos St., Tarlac City
 Type of Business : Merchandising
 TIN No. : 000-540-804-000 VAT Reg.
 Tel. No. : (045) 925-0944

PR No.: 2024-02-043
 PO No.: 2024-121
 Date: 02/14/2024
 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: February 14, 2024
 Date of Delivery: Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
8	pack	VELLUM PAPER, 90gsm, Short, 10's	10	40.00	400.00
9	pack	STICKY NOTES, 3in x 3in, 100 sheets x 5	1	200.00	200.00
10	roll	TAPE, double-sided, 1/2"	5	20.00	100.00
***** Purpose: Materials to be used for COED - Valentino's Day on February 14, 2024					<u>700.00</u>

(Total Amount in Words) Seven 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. GRACEN ROSETE
 Vice President for Administration

Conforme:

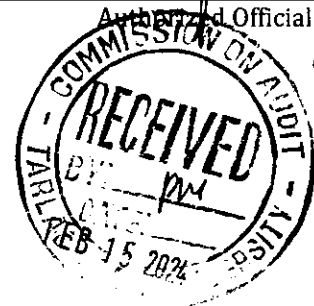
2/14/24

Authorized Official

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(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. : 02-206447-2024-00-000000
 Amount : 700.00