



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** Pick-up / COD

Supplier : **A WRENCH AUTO PARTS SHOP**  
Address : Raysam Bldg., BLk 43 Lot 22 10th St., Mc Arthur Highway  
Sitio Pag-Asa, San Rafael Tarlac  
Type of Business : Merchandising  
TIN No. : 932-676-041-00000 Non-VAT  
Tel. No. : 0921-602-4181

PR No.: 2024-09-380  
PO No.: 2024-690  
Date: 11/5/2024  
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**  
Date of Delivery:

Delivery Term: Pick-Up  
Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	liter	<b>ENGINE OIL, Toyota, 5W-30 Fully Synthetic</b> ***** <i>Purpose: for Maintenance Service of County SKV-635</i>	13	700.00	<b><u>9,100.00</u></b>

(Total Amount in Words) Nine Thousand One 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. ARNOLD E. VELASCO  
President  
Authorized Official

Conforme:

**A WRENCH AUTO PARTS SHOP**

(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. : 02-20(44)-2024-11-3572  
Amount : 99100