



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 9/12/22

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.: 2022-07-183  
PO No.: 2022-344  
Date: 8/10/2022  
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: 30 calendar days  
Date of Delivery: \_\_\_\_\_ Payment Term: N/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	box	<b>COMPUTER CONTINUOUS FORM, 3ply, 11" x 9 1/2", carbonless</b> ***** <i>Purpose: for office use</i>	12	1,200.00	<b><u>14,400.00</u></b>


(Total Amount in Words) Fourteen Thousand Four 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:

 8/12/22

**A.C. MENDOZA PRINTING COMPANY 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.: 02-101101-22080896  
Amount: 20 14,400