



# PURCHASE ORDER

**DELIVERY DUE DATE:** 11-12-22

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) 982-8558

PR No.: 2022-08-204  
 PO No.: 2022-450  
 Date: 10/7/2022  
 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	pack	<b>BAG, brown paper, (large, 100's/pack) 12</b>	5	120.00	600.00
2	pack	<b>BAG, brown paper, (small, 100's/pack)</b>	5	75.00	375.00
23	pack	<b>STICKER PAPER, legal, matte, 10's/pack</b>	3	81.95	245.85
24	pack	<b>STICKER PAPER, short, matte, white, 10's/pack</b>	10	59.95	599.50
					<b><u>1,820.35</u></b>

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 Purpose: for various Office Supplies APP 2022 (3rd Qtr.)

(Total Amount in Words) One Thousand Eight Hundred Twenty Pesos and Thirty Five Centavos 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:

  
 10/10/22


**DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**

(Signature over printed name & date)

Bank Account Name: \_\_\_\_\_  
 Bank Account Number: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_

COMMISSION ON ADP. (C.A.)  
**RECEIVED**  
 Date: OCT 13 2022

Funds Available:

  
**JASPER A. YAUDER, CPA**  
 Budget Officer

ALOBS No.: 12-102101-2022-10-0219  
 Amount: 1,820.35

Effectivity Date: August 24, 2020 Page 1 of 1