



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 1/26/24

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.: 2023-11-460  
 PO No.: 2023-668  
 Date: 12/15/2023  
 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
4	ream	BONDPAPER, legal, 70gsm	22	260.00	5,720.00
9	piece	STAPLER, regular, #10 ***** <i>Purpose: to be used in the processing of documentary requirements for TES and TDP Grantees of CHED</i>	4	130.00	520.00
					<b><u>6,240.00</u></b>

(Total Amount in Words) Six Thousand Two Hundred Forty 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

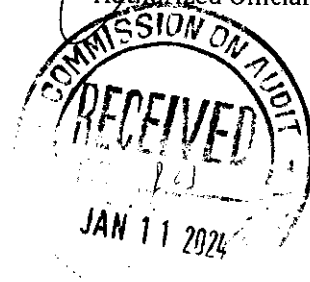
Conforme:

1/11/24

**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. : 02-706441-2024-01-0008  
 Amount : 6,240