



# PURCHASE ORDER

**DELIVERY DUE DATE:** 3/16/24

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

Supplier : **CRAYOLA ATBP. (STAPLER'S INC.)**  
Address : **F. Tañedo St., San Nicolas, Tarlac City**  
Type of Business : **Merchandising**  
TIN No. : **439-392-896-000 VAT Reg.**  
Tel. No. : **0917-514-2529**

PR No.: **2023-12-490**  
PO No.: **2024-112**  
Date: **02/07/2024**  
Mode of Procurement: **Shopping**

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: **30 calendar days**  
Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
23	tube	<b>GLUE</b> , Solid white, 22 grams, Elmer's	20	35.00	700.00
55	piece	<b>WHITEBOARD</b> , 4 x 8 ft ***** <i>Purpose: Office Supplies 3rd Qtr. - Supplemental (for new offices)</i>	2	4,800.00	9,600.00
					<b><u>10,300.00</u></b>

(Total Amount in Words) Ten Thousand Three 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

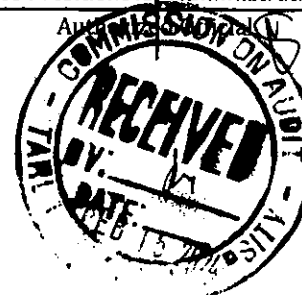
Conforme:

*Jasper A. Yauder* 2/15/24

**CRAYOLA ATBP. (STAPLER'S 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.: 02-206441-2024-02-0421  
Amount: 10,300.00