



# PURCHASE ORDER

**DELIVERY DUE DATE:** 11/7/23

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.: **2023-09-364**  
PO No.: **2023-525**  
Date: **10/17/2023**  
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**      Delivery Term: **20 calendar days**  
Date of Delivery:      Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
57	box	STAPLE WIRE, Gun Tacker Standard Type, 8mm Arrow	6	75.00	450.00
68	yard	METALLIC FOIL, Silver	30	28.00	840.00
112	pcs	STICK GLUE, Big	90	10.00	900.00
117	pcs	MINI FILLERS REFILL, (notebook refill), Springleaf	20	12.00	240.00
131	pcs	CARDBOARD, Thin ***** Purpose: Materials for the Foundation Week Celebration	25	20.00	500.00
					<b><u>2,930.00</u></b>

(Total Amount in Words) Two Thousand Nine Hundred Thirty 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:   
10/19/23

**CRAYOLA, ATBP. (STAPLER'S INC.)**  
(Signature over printed name & date)  
Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

COMMISSION ON ADMINISTRATION  
**RECEIVED**  
BY:   
OCT 19 2023

Funds Available:  
  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No.: **02-M0441-2023-10-2485**  
Amount: **2,930.00**