



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** Pick-up  
COD

Supplier : <b>PANDAYAN BOOKSHOP, INC.</b>	PR No.: <u>2022-10-313</u>
Address : <u>San Roque, Tarlac City</u>	PO No.: <u>2022-533</u>
Type of Business : <u>Merchandising</u>	Date: <u>11/9/2022</u>
TIN No. : <u>002-857-329-052</u>	Mode of Procurement: <u>Small Value</u>
Tel. No. : <u>0923-084-5931</u>	

Gentlemen:  
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>TARLAC STATE UNIVERSITY</b>	Delivery Term: <u>Pick-up</u>
Date of Delivery:	Payment Term: <u>COD</u>

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pcs	CERTIFICATE HOLDER, (A4 size)	2	49.40	98.80
8	pack	SPECIALTY PAPER, (A4, 10pcs per pack), worx	5	28.50	142.50
10	pcs	ID LACE, (Green)	6	11.40	68.40
11	pcs	ID LACE, (Yellow)	6	11.40	68.40
12	pcs	ID LACE, (Red)	6	11.40	68.40
13	pcs	ID LACE, (Blue)	6	11.40	68.40
14	pcs	ID LACE, (Black)	6	11.40	68.40
***** Purpose: for COS: Leadership Training Summit					<b><u>583.30</u></b>

(Total Amount in Words) Five Hundred Eighty Three Pesos and Thirty 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,

22123385

**DR. GRACE N. ROSETE**  
 Vice President for Administration  
 Authorized Official

Conforme:

**PANDAYAN BOOKSHOP, INC.** 11/09/22  
 (Signature over printed name & date)

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

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
 Date NOV 1-8, 2022

Funds Available:   <b>JASPER A. YAUDER, CPA</b> Budget Officer	ALOBS No. : Amount :
--	-------------------------