



PURCHASE ORDER

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

DELIVERY DUE DATE: 01/14/24

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**

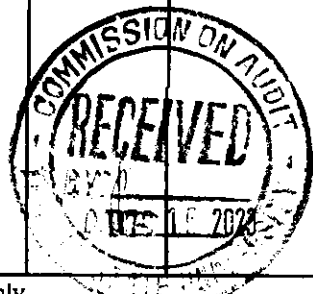
PR No.: **2023-10-413**
PO No.: **2023-634**
Date: **12/06/2023**
Mode of Procurement: **Shopping**

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
1	box	CLIP, backfold, 19mm	10	23.00	230.00
2	box	CLIP, backfold, 25mm	20	38.00	760.00
3	box	CLIP, backfold, 32mm	10	50.00	500.00
4	box	CLIP, backfold, 50mm	20	90.00	1,800.00
10	ream	PAPER, multi-purpose, 70gsm, A4	30	235.00	7,050.00
11	ream	PAPER, multi-purpose, 70gsm, legal	30	245.00	7,350.00
14	piece	CLIP BOARD, plastic 8.5 x 13 in size	15	78.00	1,170.00
33	box	PENCIL, high quality and resistance granite mine, with eraser (12pcs/box), mongol	3	120.00	360.00
35	piece	TAPE DISPENSER, blue, heavy-duty dual-core that holds 1" and 3" core tapes	5	150.00	750.00
***** Purpose: Establishment of DOST-TSU Aslagan TBI					19,970.00



(Total Amount in Words) Nineteen Thousand Nine Hundred Seventy 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. GRACEN ROSETE
Vice President for Administration
Authorized Official

Conforme:

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.: **TF-12-0005**
Amount: **19,970.00**