



PURCHASE ORDER

DELIVERY DUE DATE: 8/28/2022

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

Supplier : PHILIPPINE DUPLICATORS, INC. Address : <u>Brgy. Merville, Parañaque City</u> Type of Business : <u>Merchandising</u> TIN No. : <u>000-412-839-000 VAT Reg.</u> Tel. No. : <u>(072) 242-4367</u>	PR No.: <u>2022-06-163</u> PO No.: <u>2022-311</u> Date: <u>7/22/2022</u> Mode of Procurement: <u>Small Value</u>
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Gentlemen:

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

Place of Delivery: TARLAC STATE UNIVERSITY	Delivery Term: <u>30 calendar days</u>
Date of Delivery:	Payment Term: <u>N/15</u>

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pc	OPC DRUM, B0399510	1	7,253.12	7,253.12
2	pc	DEVELOPER, Black, D2459640	1	4,850.00	4,850.00
3	pc	CLEANING BLADE, D2452281	1	784.00	784.00
***** Purpose: to be used in maintenance of the office copier machine					12,887.12

(Total Amount in Words) Twelve Thousand Eight Hundred Eighty Seven Pesos & Twelve Centavos

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

Conforme:

[Signature] 7-29-22
PHILIPPINE DUPLICATORS, INC.
 (Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

COMMISSION ON AUDIT
RECEIVED
 Date: 7/29/22 Time: _____
JUL 29 2022

Funds Available:

[Signature]
JASPER A. YAUDER, CPA
 Budget Officer

ALOBS No. : 02-10101-2022-07-0735
 Amount : ₱ 12,887.12

No: TSU-PRO-SF-09

Revision No. 03

Effectivity Date: August 24, 2020

Page 1 of 1



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[Signature]
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 Vice President for Administration

Authorized Official *[Signature]*

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(Signature over printed name & date)

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JASPER A. YAUDER, CPA
 Budget Officer

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 Amount : ₱ 12,887.12

