



# PURCHASE ORDER

**DELIVERY DUE DATE:** February 19, 2024

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.: **2024-01-033**  
PO No.: **2024-123**  
Date: **02/14/2024**  
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: **February 19, 2024**  
Date of Delivery: \_\_\_\_\_ Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
22	roll	TAPE, Transparent, 1"	25	20.00	500.00
26	piece	Stick Glue, small	100	5.00	500.00
<i>Purpose: Materials to be used for CBA Sportsfest on February 19, 2024</i>					<b>1,000.00</b>

(Total Amount in Words) One Thousand 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

Conformed

*[Signature]* 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:

*[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : **01-770441-2024-02 - 0460**  
Amount : **1,000.00**