



# PURCHASE ORDER

Procurement Unit

Tel No.: 045-606-8142/606-8157

**DELIVERY DUE DATE:** 04 OCT 2024

Supplier : **DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**  
 Address : C. Santos St., Tarlac City  
 Type of Business : Merchandising  
 TIN No. : 000-540-804-000 VAT Reg.  
 Tel. No. : (045) 925-0944

PR No.: 2024-07-311  
 PO No.: 2024-575  
 Date: 09/13/2024  
 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: 10 calendar days  
 Date of Delivery: \_\_\_\_\_      Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	piece	<b>PENCIL</b> ***** <i>Purpose: to be used for training and seminar.</i>	30	12.00	<b><u>360.00</u></b>

(Total Amount in Words) Three Hundred Sixty 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. ARNOLD E. VELASCO  
 President  
 Authorized Official

Conforme:

*[Signature]* 9/24/24

**DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**

(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. : 02-200441-2024-09-2936  
 Amount : ₱360 -