



PURCHASE ORDER

DELIVERY DUE DATE: 1/25/24

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.: **2023-11-460**
PO No.: **2023-674**
Date: **12/19/2023**
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: **15 calendar days**
Date of Delivery: Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
11	box	BALLPOINT PEN, black, flex stick 0.5	1	96.00	96.00
12	box	BALLPOINT PEN, blue, flex stick 0.5	1	96.00	96.00
***** <i>Purpose: to be used in the processing of documentary requirements for TES and TDP Grantees of CHED</i>					192.00

(Total Amount in Words) One Hundred Ninety-Two 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. GRACE N. ROSETE
Vice President for Administration

Authorized Official

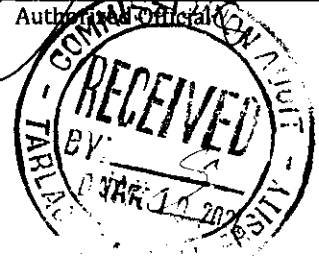
Conforme:

Jaspera 1/10/24

CRAYOLA, ATBP. (STAPLER'S INC.)

(Signature over printed name & date)

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



Funds Available:

Jaspera
JASPERA YAUDER, CPA
Budget Officer

ALOPS No.: **07-2024-2174-01-0009**
Amount: **192.00**