



# PURCHASE ORDER

**DELIVERY DUE DATE:** 11/14/22

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

Supplier : **EVERYBODY'S TRADING AND GEN. MDSE.**  
Address : San Fernando, Victoria, Tarlac  
Type of Business : Merchandising  
TIN No. : 158-507-457-000  
Tel. No. : 0932-520-9005

PR No.: 2022-09-264  
PO No.: 2022-499  
Date: 10/19/2022  
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**  
Date of Delivery: \_\_\_\_\_  
Delivery Term: 20 calendar days  
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	box	MUG, Plain White Mug 11oz, 3.25" Diameter, 3.75" Height 9.5*8.2cm, (36pcs Per Box)	10	1,620.00	16,200.00
6	pcs	WATER BOTTLE, Stainless Steel Wide Mouth Vacuum Thermos, Travel Bottle 500ml ***** <i>Purpose: for APP 2022 3rd Quarter</i>	300	275.00	82,500.00
					<b><u>98,700.00</u></b>

(Total Amount in Words) Ninety Eight Thousand Seven Hundred 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:

*[Signature]*  
**EVERYBODY'S TRADING AND GEN. MDSE.**

(Signature over printed name & date)

Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
OCT 25 2022

Funds Available:

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

ALOBS No. : 02-207572-2022-10-1009  
Amount : 98,700.00