



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 13 JAN 2025

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.: 2024-08-351
 PO No.: 2024-672
 Date: 10/18/2024
 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**
 Date of Delivery: _____
 Delivery Term: 15 calendar days
 Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
8	piece	ENVELOPE, Documentary, Legal, KRAFT ***** <i>Purpose: for the College Long Term Extension Supplies (ATAG).</i>	100	2.50	<u>250.00</u>

(Total Amount in Words) Two Hundred Fifty 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,

[Signature]
DR. ARNOLD E. VELASCO
 President

Authorized Official *[Signature]*

Conforme:

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. : *to amount per 1st filed*
 Amount: *250.00*