



# PURCHASE ORDER

**DELIVERY DUE DATE:** 31 AUG 2024

Procurement Unit

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

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.: 2024-06-247  
 PO No.: 2024-488  
 Date: 07/30/2024  
 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: 30 calendar days  
 Date of Delivery:      Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	box	<b>ENVELOPE, documentary, legal, 500pcs/box</b> ***** <i>Purpose: APP 2024 - 2nd Quarter (for office use)</i>	15	990.00	<b><u>14,850.00</u></b>

(Total Amount in Words) Fourteen Thousand Eight 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,

DR. ARNOLD E. VELASCO  
 President

Authorized Official

Conforme:

*Jasper A. Yauder* 8/1/24

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

(Signature over printed name & date)

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_



Funds Available:

*Jasper A. Yauder*  
**JASPER A. YAUDER, CPA**  
 Budget Officer

ALOBS No. : 02-207512-2024-07-0084  
 Amount : ₱ 14,850