



PURCHASE ORDER

DELIVERY DUE DATE: *Pick-up / c.o.d*

Procurement Unit

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

Supplier : **NATIONAL PRINTING OFFICE**
 Address : C-4, Diliman, Quezon City, Metro Manila
 Type of Business : Merchandising
 TIN No. : 000-769-754-000
 Tel. No. : (02) 8925 2190/ 8925-2186/ 0917-805-0356

PR No.: 2023-04-133
 PO No.: 2023-218
 Date: 05/16/2023
 Mode of Procurement: Direct Contracting

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **TARLAC STATE UNIVERSITY**

Delivery Term: Pick-up

Date of Delivery:

Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pcs	INDEX CARD, (Accounting Form No. 81 - Index of Payments to Employees) ***** <i>Purpose: direct accountable form - 1st Quarter APP 2023</i>	1000	2.25	<u>2,250.00</u>

(Total Amount in Words) Two Thousand 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,

DR. GRACE N. ROSETE
 Vice President for Administration
 Authorized Official

Conforme:

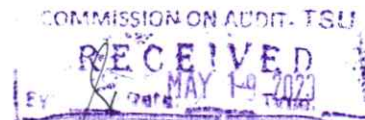
[Signature]
CARLOS A. BATHAN
 DIRECTOR IV

5/19/23

NATIONAL PRINTING OFFICE

(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.: *0000769-2023-05-1144*
 Amount: *2,250.00*