



# PURCHASE ORDER

**DELIVERY DUE DATE:**

4/15/24

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.: 2024-03-153  
 PO No.: 2024-218  
 Date: 04/12/2024  
 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: April 15, 2024  
 Date of Delivery: \_\_\_\_\_ Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
19	ream	<b>BOND PAPER, Short</b>	5	225.00	1,125.00
20	ream	<b>BOND PAPER, A4</b>	5	245.00	1,225.00
42	pack	<b>FOLDER, Long (cream) (10's)</b> ***** <i>Purpose: Materials to be used for Intrams 2024 on April 15, 2024</i>	10	80.00	800.00
					<b><u>3,150.00</u></b>



(Total Amount in Words) Three Thousand One 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:

4/15/24

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

(Signature over printed name & date)

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

Funds Available:

**IASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : 02-2024-04-181  
Amount : 3,150.00