



PURCHASE ORDER

DELIVERY DUE DATE: 3-18-23

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

Supplier : **COPYLANDIA OFFICE SYSTEMS CORPORATION**
Address : 252 AB Fernandez Ave., Dagupan City
Type of Business : Merchandising
TIN No. : 002-332-000-021 VAT Reg.
Tel. No. : 075-5153306 / Fax: 075-5223267 / 0917-6527393

PR No.: 2023-01-012
PO No.: 2023-052
Date: 2/7/2023
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**
Date of Delivery:
Delivery Term: 30 calendar days
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pcs	Spare Parts, Charging Corona Unit	4	2,246.00	8,984.00
2	pc	Spare Parts, Cleaning Unit Belt	2	4,446.00	8,892.00
3	pc	Spare Parts, Fusing Belt	1	29,045.00	29,045.00
***** Purpose: APP 1st Quarter 2023 Print Shop (for office use)					46,921.00

(Total Amount in Words) Forty Six Thousand Nine Hundred Twenty One 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:

COPYLANDIA OFFICE SYSTEMS CORPORATION
(Signature over printed name & date)

Bank Account Name: COPYLANDIA OFFICE SYSTEMS COMP.
Bank Account Number: 0051426442
Bank Name: LSP
Bank Address: MAKATI CITY

COMMISSION ON AUDIT - TSU
RECEIVED
FEB 15 2023

Funds Available:

JASPER A. YAUDER, CPA

ALOBS No. : 02-207512-2023-02-0017
Amount : ₱ 46,921.00



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 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

COMMISSION ON AUDIT - TSU
RECEIVED
 FEB 15 2023

Funds Available:


JASPER A. YAUDER, CPA
 Budget Officer

ALOBS No. : 02-202512-2023-02-0017
 Amount : ₱46,921