



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE:** 5/17/23

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) 982-8558

PR No.: 2023-03-096  
 PO No.: 2023-170  
 Date: 4/11/2023  
 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	pcs	PAPER VELLUM, 8-1/2" X13", 180gsm, white	10000	9.00	90,000.00
2	pcs	BATTERY, AA Rechargeable heavy duty	35	890	31,150.00
3	roll	PHOTO PAPER, High glossy A4 210gsm (20sheets/pack)	25	150.00	3,750.00
***** Purpose: VARIOUS OFFICE SUPPLIES - APP 1st Quarter 2023 BUSINESS CENTER (FOR OFFICE SUPPLIES)					<b>124,900.00</b>

(Total Amount in Words) One Hundred Twenty-Four Thousand Nine Hundred 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:

4/17/23

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

(Signature over printed name & date)

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

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
 Date: APR 17 2023

Funds Available:

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

ALOBS No. : 02-207512-2023-04-0046  
 Amount : ₱124,900-