



# PURCHASE ORDER

delivered 6/27/24

**DELIVERY DUE DATE:** 04 JUL 2024

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

## EC TREND OFFICE SUPPLIES AND EQUIPMENT

Supplier : **TRADING**  
Address : Brgy. Mabini, Gerona, Tarlac  
Type of Business : Merchandising  
TIN No. : 239-260-645-000 Non-VAT  
Tel. No. : 0912-588-7545

PR No.: 2024-05-220  
PO No.: 2024-435  
Date: 06/21/2024  
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**  
Date of Delivery:  
Delivery Term: July 4, 2024  
Payment Term: N/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
9	piece	GLUE STICK, Small	18	2.00	36.00
11	piece	CARTOLINA, (Black)	10	12.00	120.00
12	pack	GLITTER, (Gold), 250g/pack	4	99.00	396.00
***** Purpose: Decoration for Recognition Day on July 5, 2024					<b><u>552.00</u></b>

(Total Amount in Words) Five Hundred Fifty-Two 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:

*Maria J. Simonson*  
6/26/24

## EC TREND OFFICE SUPPLIES AND EQUIPMENT TRADING

(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. : 02-706441-2024-06-2152  
Amount: 552.00