



# PURCHASE ORDER

**DELIVERY DUE DATE:** 26 JAN 2025

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

Supplier : **GREGMAN'S GENERAL MERCHANDISE**  
Address : Zamora St., San Roque, Tarlac City  
Type of Business : Merchandising  
TIN No. : 157-742-805-000 VAT Reg.  
Tel. No. : 0969-503-1228

PR No.: 2024-10-441  
PO No.: 2024-820  
Date: 12/19/2024  
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: 10 calendar days  
Date of Delivery: Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
7	piece	MARKER, whiteboard, black	12	50.00	600.00
12	box	CLIP, backfold 50mm	2	90.00	180.00
18	piece	STAPLE REMOVER, plier-type	2	70.00	140.00
***** Purpose: for the College Long Term Extension supplies (Project ATAG)					<b>920.00</b>

(Total Amount in Words) Nine Hundred Twenty 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:

*MN* 1/16/25



**GREGMAN'S GENERAL MERCHANDISE**

(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. : 02-2024/41-2024-01-0128  
Amount: 920.00