



# PURCHASE ORDER

DELIVERY DUE DATE: *10/28*

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

Supplier : **BENERSON ENTERPRISES**  
Address : F. Tañedo St., Poblacion, Tarlac City  
Type of Business : Merchandising  
TIN No. : 221-815-120-002 VAT Reg.  
Tel. No. : (045) 982-1585

PR No.: 2022-08-227  
PO No.: 2022-434  
Date: 9/28/2022  
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: 30 calendar days  
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
2	unit	<p><b>Single Function Laser Printer, HP107A</b> Function: Print, Memory/Processor: 64MB/400 MHz, Control panel: buttons (Power, Cancel), LED indicator lights (Power, Toner, Attention), Connectivity: Hi-Speed Usb 2.0 port, Print Speed:Black (best): Up to 1200 x 1200 dpi; Black (normal):Up to 600 x 600 dpi, Sizes ( Supported A4; A5; A5(LEF); B5 (JIS); Oficio; Envelope (DL, C5); 76 x 127 to 216 x356mm, Warranty: at least 1 yr. warranty</p> <p>***** Purpose: for office use</p>	1	6,500.00	<u>6,500.00</u>

(Total Amount in Words) Six Thousand Five 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 *[Signature]*

Conforme:

**BENERSON ENTERPRISES**

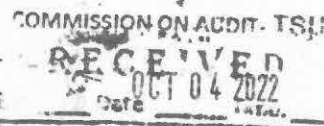
(Signature over printed name & date)

Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_



Funds Available:

*[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : 02-032101-2022-09-074  
Amount : ₱6,500-

Form No.: TSU-PRO-SF 09

Revision No. 03

Effectivity Date: August 24, 2020

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