



# PURCHASE ORDER

DELIVERY DUE DATE: 7/2/2022

Procurement Unit  
Tel No. (045) 908-8142 / 808-8157

Supplier: **INFOWORK INC.**  
Address: **Mc Arthur Highway, San Roque, Tarlac City**  
Type of Business: **Merchandising**  
TIN No: **004-845-988-005 VAT Reg.**  
Tel. No.: **Telefax No. 045-491-2383**

PR No.: **2022-05-120**  
PO No.: **2022-250**  
Date: **5/26/2022**  
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** Delivery Term: **30 calendar days**  
Date of Delivery: \_\_\_\_\_ Payment Term: **n/30**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	PCS	INK, Epson C13T03Q100 black ink bottle large 6000 yield for M1100 M1120 M2140  Purpose: To be used for our new office printer	5	600.00	<u>3,000.00</u>

(Total Amount in Words) Three Thousand 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

MAY 31 2022

Conform *[Signature]* d/m/22

**INFOWORK INC.**

(Signature over printed name & date)

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

COMMISSION ON AUDIT TSLU  
**RECEIVED**  
BY: \_\_\_\_\_ DATE: **JUN 03 2022**

Funds Available:

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

ALOBS No. **02-16441-02-45-473**  
Amount: **₱ 3,000**

No. TSO-FPO-08-09

Revision No. 03

Effective Date: August 14, 2020

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# PURCHASE ORDER

**DELIVERY DUE DATE:** 7/2/2022

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

Supplier : **INFOWORX INC.**  
Address : Mc Arthur Highway, San Roque, Tarlac City  
Type of Business : Merchandising  
TIN No. : 004-845-988-005 VAT Reg.  
Tel. No. : Telefax No.: 045-491-2383

PR No.: 2022-05-120  
PO No.: 2022-250  
Date: 5/26/2022  
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**      Delivery Term: 30 calendar days  
Date of Delivery:      Payment Term: n/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pcs	<b>INK, Epson C13T03Q100 black ink bottle large 6000 yield for M1100 M1120 M2140</b> ***** <i>Purpose: To be used for our new office printer</i>	5	600.00	<b><u>3,000.00</u></b>

(Total Amount in Words) Three Thousand 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  
**MAY 31 2022**

Conforme:

**INFOWORX INC.**

(Signature over printed name & date)

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



Funds Available:

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

ALOBS No. : 02-102101-22-05-0333  
Amount : 3,000.00