



PURCHASE ORDER

DELIVERY DUE DATE:

4/15/24

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

Supplier : **CRAYOLA, ATBP. (STAPLER'S INC.)**
Address : E. Tañedo St., San Nicolas, Tarlac City
Type of Business : Merchandising
TIN No. : 439-392-896-000 VAT Reg.
Tel. No. : 0917-514-2529

PR No.: 2024-03-153
PO No.: 2024-215
Date: 04/12/2024
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: April 15, 2024

Date of Delivery:

Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
7	piece	CARTOLINA, Red	6	12.00	72.00
18	ream	BOND PAPER, Long (70gsm)	5	260.00	1,300.00
37	piece	TAPE, Scotch Utility Tape 24mmx30mm	5	20.00	100.00
40	piece	STICK GLUE, Big	50	10.00	500.00
48	box	BALLPEN, (12's), HBW .5	1	75.00	75.00
					<u>2,047.00</u>
***** Purpose: Materials to be used for Intrams 2024 on April 15, 2024					



(Total Amount in Words) Two Thousand Forty-Seven 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:

[Signature] 4/15/24

CRAYOLA, ATBP. (STAPLER'S INC.)

(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.: 02-106441-2024-04-1178

Amount: 2047.00