



# PURCHASE ORDER

Procurement Unit

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

**DELIVERY DUE DATE: 5/4/24**

Supplier: **COPYLANDIA OFFICE SYSTEMS CORPORATION**  
 Address: **252 AB Fernandez Ave., Dagupan City**  
 Type of Business: **Merchandising**  
 TIN No.: **002-332-000-021 VAT Reg.**  
 Tel. No.: **075-5153306 / Fax: 075-5223267 / 0917-6527393**

PR No.: **2024-02-081**  
 PO No.: **2024-186**  
 Date: **3/25/2024**  
 Mode of Procurement: **Direct Contracting**

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/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	piece	<b>TONER COPIER, Develop INEO+1070,</b> <b>Developer 614, Cyan</b> ***** <i>Purpose: APP-2024 1st Quarter Print Shop</i>	1	25,000.00	<b>25,000.00</b>



(Total Amount in Words) Twenty-Five 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,

*[Signature]*  
**DR. ARNOLD E. VELASCO**  
 University President  
 Authorized Official

Conforme:

*[Signature]* **ALBERTO M. STANIS** *et. et. 24*

### **COPYLANDIA OFFICE SYSTEMS CORPORATION**

(Signature over printed name & date)

Bank Account Name: COPYLANDIA OFFICE SYSTEMS CORP.  
 Bank Account Number: 005426452  
 Bank Name: LBP  
 Bank Address: NAKATI CITY

Funds Available:

*[Signature]*  
**JASPERA YAUDER, CPA**  
 Budget Officer

ALOBS No.: **04-202512-2024-03-0021**  
 Amount: **₱25000-**



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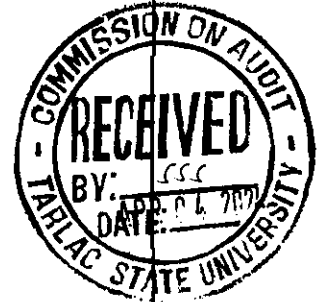
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 Bank Account Number: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_

Funds Available:

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

ALOBS No.: **04-207512-2024-03-0021**  
 Amount: **₱ 25,000.-**