



# PURCHASE ORDER

**DELIVERY DUE DATE:** Pick-up  
C.O.D

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

Supplier : **PANDAYAN BOOKSHOP, INC.**  
Address : San Roque, Tarlac City  
Type of Business : Merchandising  
TIN No. : 002-857-329-052  
Tel. No. : 0923-084-5931

PR No.: 2022-10-311  
PO No.: 2022-541  
Date: 11/15/2022  
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: Pick-up  
Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	box	Thumbtacks	1	15.20	15.20
3	pc	Styrofoam (2ft) 1x2x2	1	70.30	70.30
5	pc	Scotch Tape 18mmX50m	1	15.79	15.79
7	ream	Glossy Photo Paper (A4) Kodak 20pcs	1	78.85	78.85
9	pc	Ruler (12")	1	7.60	7.60
11	box	Tacker Staple Wire (8mm)	2	33.25	66.50
12	pcs	Gel Pen (black)	6	20.66	123.96
***** Purpose: to be use for CET in ACTION: BULLETIN BOARD					<b><u>378.20</u></b>

(Total Amount in Words) Three Hundred Seventy Eight Pesos and Twenty Centavos 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

Conforme:  
  
**PANDAYAN BOOKSHOP, INC.** 11/18/22  
(Signature over printed name & date)

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

COMMISSION ON AUDIT - TSU  
**RECEIVED**  
NOV 18 2022

Funds Available:  
  
**JASPER A. YAUDER, CPA**  
Budget Office

ALOBS No. : 02 200441-2022-0-1016  
Amount : 378.20