



PURCHASE ORDER

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

DELIVERY DUE DATE: 5/28/24

Supplier : **CRAYOLA, ATBP. (STAPLER'S INC.)**
Address : **F. 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.: **2024-02-040**
PO No.: **2024-250**
Date: **04/24/2024**
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**
Date of Delivery:

Delivery Term: 20 calendar days
Payment Term: n/15

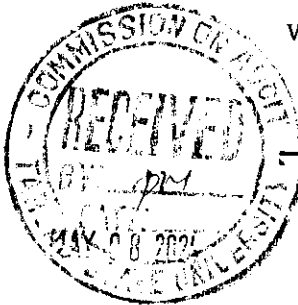
Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
16	box	BALLPEN, Black 50's/box	1	290.00	290.00
17	box	BALLPEN, Red 50's/box	1	290.00	290.00
18	box	PENCIL #2, 12's	1	120.00	120.00
***** Purpose: CCS-Project: Access of School Supplies for A.Y. 2023-2024					<u>700.00</u>

(Total Amount in Words) Seven 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

Conforme:

[Handwritten signature] 5-8-24



Very truly yours,

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

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

ALOPS No.: 02-0441-2024-05-102
Amount: *[Handwritten]*