



PURCHASE ORDER

Procurement Unit

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

DELIVERY DUE DATE: 14 DEC 2024

Supplier: **DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**
 Address: C. Santos St., Tarlac City
 Type of Business: Merchandising
 TIN No.: 000-540-804-000 VAT Reg.
 Tel. No.: (045) 925-0944

PR No.: 2024-10-398
 PO No.: 2024-748
 Date: 11/22/2024
 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: 15 calendar days
 Date of Delivery: _____ Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
9	piece	EXPANDING ENVELOPE , Long, Legal, Brown, Garterized for ease of use, Size: 20cmx40cm	10	20.00	200.00
10	piece	CLEAR ENVELOPE , Plastic, Button Lock ***** <i>Purpose: Training Materials and Supplies for Long-Term Project Titled PURA: Partners in Progress through Utilization of Abundant Resources in an Adaptive Community.</i>	10	14.00	140.00
					<u>340.00</u>

(Total Amount in Words) Three Hundred Forty 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
 President

Conforme:

[Signature] 11/29/24

Authorized Official

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(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.: 02-202441-2024
 Amount: P 340-