



# PURCHASE ORDER

**DELIVERY DUE DATE:** 5/12/24

Procurement Unit

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

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.: **2024-03-098**  
 PO No.: **2024-239**  
 Date: **04/23/2024**  
 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: **10 calendar days**  
 Date of Delivery:      Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
3	ream	<b>Bond Paper, Long, gsm 80</b> ***** <i>Purpose: Integrated River Urban Water Modelling of Flood Hazard Mitigation Assessment of Flood Prone Sub-Basin Divide in Tarlac City, Lead Author Murphy P. Mohammed</i>	7	260.00	<b><u>1,820.00</u></b>



(Total Amount in Words) One Thousand Eight Hundred Twenty 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]* 05-02-24

**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. : **02-200441-2024-01-1328**  
 Amount : **₱1820**