



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 2-10-23

Supplier : **IMM BRAKE CLUTCH & PARTS & GEN. MDSE.**  
Address : Romulo Blvd, Tarlac City, Tarlac  
Type of Business : Merchandising  
TIN No. : 105-362-023-000  
Tel. No. : 0919-639-1972 / 606-7588

PR No.: 2022-12-374  
PO No.: 2023-012  
Date: 01/05/2023  
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: 30 Calendar Days  
Payment Term: N/5

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	liters	<b>Engine Oil, 5W-30</b>	7	780.00	5,460.00
2	pc	<b>Oil Filter, C-111</b>	1	350.00	350.00
***** Purpose: FOR MAINTENANCE SERVICE OF COMMUTER POU-717					<b>5,810.00</b>

(Total Amount in Words) Five Thousand Eight Hundred Ten 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. GRACE N. ROSETE**  
Vice President for Administration  
Authorized Official

Conforme: *Helyah* 1-11-23

**IMM BRAKE CLUTCH & PARTS & GEN. MDSE.**

(Signature over printed name & date)

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

RECEIVED  
Date: JAN 14, 2023

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

ALOB No. : 02-101101- 2023- 01- 5021  
Amount : ₱ 5810