

ASAP w/items & receipt



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 25 NOV 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.: 2024-11-449  
 PO No.: 2024-729  
 Date: 11/21/2024  
 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: November 25, 2024  
 Date of Delivery: \_\_\_\_\_      Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pack	ID CARD CASE, (B4) ✓	6 ✓	150.00 ✓	900.00
2	ream	MULTIPURPOSE PAPER, (8.5"x13") ✓	4 ✓	235.00 ✓	940.00
3	ream	VELLUM/SPECIALTY PAPER, (A4) ✓	1 ✓	270.00 ✓	270.00
4	piece	COLUMNAR JOURNAL ✓	20 ✓	34.00 ✓	680.00
5	piece	PENCIL, (Mongol 2) ✓	10 ✓	10.50 ✓	105.00
6	piece	WHITE FOLDERS, (long) ✓	10 ✓	7.00 ✓	70.00
					<b><u>2,965.00</u></b>

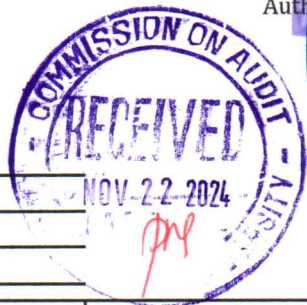
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 Purpose: for the conduct of the annual celebration of  
 Financial Literacy Week: Pre-Competition Seminar  
 Series, Entrepreneurial Skills Competition.

(Total Amount in Words) Two Thousand Nine Hundred Sixty-Five 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: 11/22/24  
**DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**  
 (Signature over printed name & date)



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

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

ALOBS No.: 02-2024-11-449-729  
 Amount: 2,965.00