



PURCHASE ORDER

reimbursement

DELIVERY DUE DATE: Pick-Up / COD

Procurement Unit

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

Supplier : **PANDAYAN BOOKSHOP, INC.**
 Address : San Roque, Tarlac City
 Type of Business : Merchandising
 TIN No. : 002-857-329-052
 Tel. No. : 0923-084-5931

PR No.: 2024-10-411
 PO No.: 2024-679
 Date: 10/29/2024
 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: Pick-up
 Payment Term: COD

| Item No. | Unit | Description | Quantity | Unit Cost | Total Cost |
|----------|-------|---|----------|-----------|------------------------|
| 1 | piece | CANVA STRETCHED, 16x20 20gsm prim ***** <i>Purpose: for activities in celebration of Mental Health Awareness Month</i> | 20 | 191.00 | <u>3,820.00</u> |

(Total Amount in Words) Three 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:

PANDAYAN BOOKSHOP, INC.

(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. :

Amount :