



# PURCHASE ORDER

Procurement Unit  
Telefax No.: 045-982-4630

**DELIVERY DUE DATE: 02 NOV 2024**

Supplier: **TOPCOMS MARKETING CORPORATION**  
Address: **1647 Taft Ave. Malate, Manila**  
Type of Business: **Merchandising**  
TIN No.: **000-775-958-000 VAT Reg.**  
Tel. No.: **(02)525-3205**

PR No.: **2024-10-404**  
PO No.: **2024-669**  
Date: **10/17/2024**  
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: **5 calendar days**  
Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	piece	<b>BALL</b> , for Volleyball, Official Size 5	2	3,050.00	6,100.00
2	piece	<b>BALL</b> , for Basketball, Composite Leather, Official Size 7 <i>Warranty: 3 months</i> ***** <i>Purpose: Materials to be used for CCJE; Sporty Crim on October 15, 2024</i>	2	3,500.00	7,000.00
					<b>13,100.00</b>

(Total Amount in Words) Thirteen Thousand One Hundred 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: **Jesus Lim Jr 10/28/24**

**TOPCOMS MARKETING CORPORATION**  
(Signature over printed name & date)  
Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_



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

Amount: \_\_\_\_\_



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President  
Authorized Official

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**TOPCOMS MARKETING CORPORATION**  
(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. : 67-116141-2024-10-9795  
Amount: 13,100.00