



# PURCHASE ORDER

**DELIVERY DUE DATE:** 2/14/24

Procurement Unit

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

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**

Address : San Sebastian Village Phase 3, Tarlac City

Type of Business : Manufacturing

TIN#: 007-290-469-000 VAT REG.

Tel. No. : 045 - 9821814

PR No.: 2023-12-507

PO No.: 2024-082

Date: 1/25/2024

Mode of Procurement: Shopping

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **TARLAC STATE UNIVERSITY**

Delivery Term: 15 calendar days

Date of Delivery:

Payment Term: N/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	box	CONTINUOUS FORM, 3 ply, 280mm x 378mm, carbonless ***** <i>Purpose: for payroll purposes</i>	2	1,640.00	<b><u>3,280.00</u></b>

(Total Amount in Words) Three Thousand Two Hundred Eighty 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. GRACEN. ROSETE**  
Vice President for Administration

Authorized Official

Conforme:

**A.C. MENDOZA PRINTING COMPANY 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. : 02-206441-2024-01-0242

Amount: P 3280-