



# PURCHASE ORDER

**DELIVERY DUE DATE:** 12/17/23

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

Supplier : **CRAYOLA ATBP. (STAPLER'S INC.)**  
Address : **E. Tañedo St., San Nicolas, Tarlac City**  
Type of Business : **Merchandising**  
TIN No. : **439-392-896-000 VAT Reg.**  
Tel. No. : **0917-514-2529**

PR No.: **2023-10-423**  
PO No.: **2023-610**  
Date: **11/28/2023**  
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**  
Date of Delivery:  
Delivery Term: **10 calendar days**  
Payment Term: **n/15**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	ream	<b>BOND PAPER, Long</b> ***** <i>Purpose: for the conduct of study entitled "Research Engagement of Faculty Amidst Multivariable Academic Functions Modified: Faculty Research engagement in the Context of Multivarious Academic Functions: Basis for a Model development - Lead Author: Norbina Genever M. Castro</i>	2	230.00	<b>460.00</b>

COMMISSION ON ADJUT. TSU  
**RECEIVED**  
By: [Signature] Date: **DEC 07 2023**

[Total Amount in Words) Four Hundred Sixty 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

DEC 06 2023

Conforme:

*[Signature]* 12/7/23

**CRAYOLA ATBP. (STAPLER'S INC.)**

(Signature over printed name & date)

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

Funds Available:

*[Signature]*  
**JASPER A. YAUDER, CPA**  
Budget Officer

ALOBS No. : **02-706441-2023-12-2850**  
Amount: **460.00**