



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 12/29/23

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.: 2023-10-450  
PO No.: 2023-641  
Date: 12/06/2023  
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: 15 calendar days  
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pack	<b>PAPER, Sublimation, Quaff, 100 GSM, A4</b> ***** <i>Purpose: APP 3rd Quarter 2023 - BC Printshop</i>	10	460.00	<b>4,600.00</b>

(Total Amount in Words) Four Thousand Six 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. GRACE N. ROSETE**  
Vice President for Administration  
Authorized Official

Conforme:

12/14/23

**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. : 02-207512-2023-12-0136  
Amount : ₱ 4600