



PURCHASE ORDER

DELIVERY DUE DATE: 06 FEB 2025

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.: 2024-12-509
PO No.: 2025-030
Date: 1/15/2025
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** Delivery Term: 20 calendar days
Date of Delivery: _____ Payment Term: N/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	box	COMPUTER CONTINUOUS FORM, Specification: 3 ply, 280mm x 241mm, carbonless ***** <i>Purpose: for collecting office use</i>	15	2,000.00	<u>30,000.00</u>

(Total Amount in Words) Thirty Thousand 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,

Conforme:

[Signature] 1/17/25



DR. ARNOLD E. VELASCO
President
Authorized Official *[Signature]*

A.C. MENDOZA PRINTING COMPANY 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. : 02-101401-2025-01-0025
Amount : P30,000.00