



PURCHASE ORDER

DELIVERY DUE DATE: 3/24/19

Procurement Unit
Telefax No.: 045-982-4630

Supplier : **GREGMAN'S GENERAL MERCHANDISE**
 Address : Zamora St., San Roque, Tarlac City
 TIN No. : 157-742-805-000 VAT Reg.
 Tel. No. : (045) 982-2320

PR No.: 2019-02-036
 PO No.: 2019-131
 Date: 3/8/2019
 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: 10 calendar days
 Payment Term: n/10

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
3	pcs	MARKER, White Board, broad, black, snow man	9	47.00	423.00
4	pcs	MARKER, Permanent, broad, black	10	33.70	337.00
10	pack	PAPER, Sticker, 10pcs, 8.5x11	5	22.00	110.00
14	pack	ENVELOPE, brown, long, 10pcs/pack	2	32.25	64.50
15	pack	ENVELOPE, brown, short, 10pcs/pack	2	20.00	40.00
21	pcs	RECORD BOOK, 7"x11", 300pages, 48gsm	3	75.00	225.00
191	pack	PAPER, Special, 220gsm, 8.5x11, 10sheets/pack	5	38.00	190.00
					1,389.50

 Purpose: Various Office Supplies to be used for different activities of student council

(Total Amount in Words) One Thousand Three Hundred Eighty Nine Pesos and 50/100 Only

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.

COMMISSION ON AUDIT - TSU
RECEIVED
 By: [Signature] Date: MAR 14 2019

Very truly yours,
DR. GLENARD T. MADRIAGA
 VP, Admin. & Finance
 Authorized Official [Signature]

Conforme:
[Signature] **GREGMAN'S GENERAL MERCHANDISE**
 (Signature over printed name & date)

Bank Account Name: _____
 Bank Account Number: _____
 Bank Name: _____
 Bank Address: _____

Funds Available: [Signature]
JESUS S. DANGANAN
 Budget Officer IV

ALOBS No. :
 Amount :

Handwritten note:
 3/14/19