



PURCHASE ORDER

DELIVERY DUE DATE: 7/29/23

Procurement Unit

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

Supplier : **TRN-TOP CLEANING SUPPLIES TRADING**
 Address : Calle Edward, Brgy. San Sebastian, Tarlac City
 Type of Business : Merchandising
 TIN No. : 614-040-783-000 Non-VAT
 Tel. No. : (045) 982-5262 / 0920-962-7449

PR No.: 2023-05-208
 PO No.: 2023-299
 Date: 07/07/2023
 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** Delivery Term: 15 calendar days
 Date of Delivery: _____ Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	liter	SOAP, Liquid detergent, 1000ml ***** <i>Purpose: APP 1st Quarter 2023: cleaning supplies with approved budget request letter</i>	10	280.00	<u>2,800.00</u>

(Total Amount in Words) Two Thousand Eight 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:

 7/14/23
 Rosete Roman

TRN-TOP CLEANING SUPPLIES TRADING

(Signature over printed name & date)

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

COMMISSION ON AUDIT - TSU
RECEIVED
 JUL 14 2023

Funds Available:


JASPER A. YAUDER, CPA
 Budget Officer

ALOBS No. : 02-206441-2023-07-1607
 Amount : ₱ 2800-