



# PURCHASE ORDER

**DELIVERY DUE DATE:** Pick-up / COD

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

Supplier : **PANDAYAN BOOKSHOP, INC.**  
Address : San Roque, Tarlac City  
Type of Business : Merchandising  
TIN No. : 002-857-329-052  
Tel. No. : 0923-084-5931

PR No.: 2023-09-380  
PO No.: 2023-520  
Date: 10/13/2023  
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: Pick-Up  
Payment Term: COD

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
10	pcs	CREPE PAPER, Pink, 10's	10	14.00	140.00
12	pcs	CREPE PAPER, Black, 10's	10	14.00	140.00
13	pcs	CREPE PAPER, Purple, 10's	10	14.00	140.00
19	pcs	SQUARE METALLIC FOIL, Silver	4	21.00	84.00
20	pcs	SQUARE METALLIC FOIL, Gold	4	21.00	84.00
***** Purpose: Materials for Mr. and Ms. CCJE 2023					<b>588.00</b>

(Total Amount in Words) Five Hundred Eighty-Eight 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

Conformed

10-19-23

**PANDAYAN BOOKSHOP, INC.**

(Signature over printed name & date)

Bank Account Name:

Bank Account Number:

Bank Name:

Bank Address:

Funds Available:

**JASPER A. YAUDER, CPA**  
Budget Officer

ALOPS No.: 02-202441-2023-10-2563  
Amount: 588.00