



# PURCHASE ORDER

**DELIVERY DUE DATE:**

11/29/23

Procurement Unit  
Tel No.: 045-606-8142/606-8157Supplier : **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) 925-0944PR No.: 2023-10-404  
PO No.: 2023-586  
Date: 11/21/2023  
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** Delivery Term: 5 calendar days  
Date of Delivery: \_\_\_\_\_ Payment Term: n/15

| Item No. | Unit | Description   | Quantity | Unit Cost | Total Cost           |
|----------|------|---|----------|-----------|----------------------|
| 1        | ream | <b>BOND PAPER, A4</b><br>*****<br><i>Purpose: for the conduct study entitled "Writer (In) visibility in Student Research Articles through the Frequency and Functional use of First - Person Pronouns - Lead Author: Jose Russel Arador</i> | 2        | 240.00    | <b><u>480.00</u></b> |

(Total Amount in Words) Four Hundred Eighty 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:

11/24/23

**DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.**

(Signature over printed name &amp; date)

Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_RECEIVED  
NOV 24 2023

Funds Available:

JASPER A. YAUDER, CPA  
Budget OfficerALOBS No. : 02-706441-2023-11-2768  
Amount: 480.00