



# 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.: 2024-10-441  
 PO No.: 2024-817  
 Date: 12/18/2024  
 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: Pick-up  
 Payment Term: COD

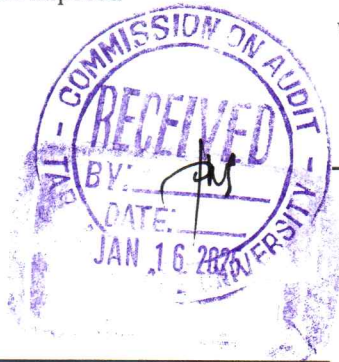
Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
10	box	CLIP, Backfold 25mm	2	26.00	52.00
11	box	CLIP, Backfold 32mm	2	36.00	72.00
13	box	PAPER CLIP, Vinyl/plastic coated, 33mm	2	17.00	34.00
14	box	PAPER CLIP, Vinyl/plastic coated, jumbo, 50mm	2	35.00	70.00
***** Purpose: for the College Long Term Extension supplies (Project ATAG).					<b><u>228.00</u></b>

(Total Amount in Words) Two Hundred Twenty-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

Conforme:

*[Signature]* 1/16/25  
**PANDAYAN BOOKSHOP, INC.**  
 (Signature over printed name & date)



Very truly yours,

**DR. ARNOLD E. VELASCO**  
 President

Authorized Official *[Signature]*

Bank Account Name: \_\_\_\_\_  
 Bank Account Number: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_

Funds Available:  
*[Signature]*  
**JASPER A. YAUDER, CPA**  
 Budget Officer

ALOBS No. : *02-MUNICIPALITY-0185*  
 Amount : *228.00*