



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 7-6-23

Supplier : **IMM BRAKE CLUTCH & PARTS**  
Address : Romulo Blvd, Tarlac City, Tarlac  
Type of Business : Merchandising  
TIN No. : 105-362-023-000 VAT Reg.  
Tel. No. : 0919-639-1972 / 606-7588

PR No.: 2023-05-203  
PO No.: 2023-266  
Date: 06/14/2023  
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**  
Date of Delivery:

Delivery Term: 20 calendar days  
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	pcs	<b>SHOCK ABSORBER</b> ***** Purpose: for maintenance service of Fortuner POS-017	2	3,500.00	<b><u>7,000.00</u></b>

(Total Amount in Words) Seven Thousand 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: *H. Delgado* 6-16-23

**IMM BRAKE CLUTCH & PARTS**

(Signature over printed name & date)  
Bank Account Name: \_\_\_\_\_  
Bank Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_



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

ALOBS No. : 02-02101- 2023-06-0289  
Amount : ₱ 7000-