



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 2/5/23

Supplier : **EVERYBODY'S TRADING AND GEN. MDSE.**  
Address : San Fernando, Victoria, Tarlac  
Type of Business : Merchandising  
TIN No. : 158-507-457-000  
Tel. No. : 0932-520-9005

PR No.: 2022-09-290  
PO No.: 2022-612  
Date: 12/23/2022  
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: 30 calendar day  
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
42	piece(s)	PAN, Jelly Roll Pan, 12INCH (Length) X 16 INCH (Width) X 1 INCH (Height), Alluminum material	10	275.00	2,750.00
46	piece(s)	PAN, Tube Center Pan, aluminum material. Size: Small, 8"-Top diameter, 6 3/4"-Bottom diameter, 4 1/2"-Height ***** Purpose: (APP 2022 1st Quarter)	10	320.00	3,200.00
					<b><u>5,950.00</u></b>

(Total Amount in Words) Five Thousand Nine Hundred Fifty 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:

**EVERYBODY'S TRADING AND GEN. MDSE.** 1/6/2023  
(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. : 02-10101-2022-17-1781  
Amount : ₱ 5950