



# PURCHASE ORDER

**DELIVERY DUE DATE:** 9/21/2019

Procurement Unit  
Telefax No.: 045-606-0142

Supplier : **A.C. MENDOZA PRINTING COMPANY INC.**  
Address : San Sebastian Village Phase 3, Tarlac City  
TIN#: 007-290-469-000 VAT REG.  
Tel. No. : 045 - 9821814

PR No.: 2019-07-239  
PO No.: 2019-507  
Date: 8/9/2019  
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: 30 calendar days  
Date of Delivery: Payment Term: N/30

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
5	box	<b>ENVELOPE</b> , Mailing, long, white 500's with TSU logo	3	1,600.00	4,800.00
14	ream	<b>OTR</b> , Green, Plain, 8.5" x 14" ***** <i>Purpose: For Office use</i>	50	2,020.00	101,000.00
					<b><u>105,800.00</u></b>

(Total Amount in Words) One Hundred Five Thousand Eight Hundred Pesos Only

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,

*gtj*  
**DR. GLENARD T. MADRIAGA**  
VP, Admin. & Finance  
Authorized Official *gtj*

Conforme:

*[Signature]* 8/22/19

**A.C. MENDOZA PRINTING COMPANY INC.**

(Signature over printed name & date)

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

Funds Available: *[Signature]*  
**JESUS S. DANGANAN**  
Budget Officer IV

ALOBS No. :  
Amount :

*22*  
**22 AUG 2019**

*chk posted 8/28*