



Procurement Unit

Tel No.: 045-606-8110 local 157/142

PURCHASE ORDER

DELIVERY DUE DATE: 05 JUN 2025

Supplier : **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) 925-0944

PR No.: 2025-03-100
PO No.: 2025-247
Date: 04/30/2025
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 days
Payment Term: n/15

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	box	ENVELOPE, Documentary, Legal 500pcs/box ***** <i>Purpose: for BC office use. APP 1st Quarter 2025</i>	20	980.00	19,600.00

(Total Amount in Words) Nineteen Thousand Six Hundred 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. ARNOLD E. VELASCO

President *aw*

Authorized Official

Conforme:

DIOLAZO PRINTING PRESS & GEN. MDSE. CORP.

(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. 01-207512-2025 03-0036
Amount: 19,600