



# PURCHASE ORDER

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

**DELIVERY DUE DATE:** 10/25/23

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.: 2023-09-345 ✓  
PO No.: 2023-499 ✓  
Date: 10/04/2023 ✓  
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: 15 calendar days ✓  
Payment Term: n/15 ✓

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
1	liter	<b>ENGINE OIL 5W-30 FULLY SYNTHETIC</b>	7 ✓	780.00 ✓	5,460.00 ✓
2	pc	<b>OIL FILTER C-III</b> ***** <i>Purpose: for Maintenance Service of Innova SLF-329</i>	1 ✓	350.00 ✓	350.00 ✓
					<b><u>5,810.00</u></b> ✓

(Total Amount in Words) Five Thousand Eight Hundred Ten 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 M. ROSETE**  
Vice President for Administration  
Authorized Official

Conforme: 10/10/23

**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. : 02-10101- 2023-10-1001  
Amount : ₱ 5,810