

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	T & A VARIETY STORE	P.O No:	PO-GF-MOOE-2025-10-0730			
Address :	M. L. Quezon St., Poblacion Zone 10, Baybay City, Leyte	Date:	27-Oct-25			
TIN:	101-721-048	P.R No.	Consolidated PR's			
		Mode of Procurement: Small Value Procurement				
Gentlemen:						
Please furnish this Office the following articles subject to the terms and conditions contained herein:						
Place of Delivery:	VSU-Main Campus, Visca, Baybay City, Leyte	Delivery Term:	FOB-VSU Main Campus			
Date of Delivery:	Within 30 calendar days upon receipt of P.O.	Payment Term:	As per cost of item delivered			
Item No.	Abstract No.	Description	Unit	QTY	Unit Cost	Amount
		GF-2025-08-01042 (DSEd) Ashierah Rhyce B. Esco				
1	24	Broom and Dustpan Set	set	2	298.00	596.00
		GF-2025-08-00963 (IAS) Raul Anthony S. Valenzona				
1	35	Clip, Double Binder, 1" (Approx. 25mm), Black, 12 Pcs/Box	box	5	25.00	125.00
		GF-2025-07-00911 (DMET) Jonalyn A. Bulawan				
1	86	Liquid Hand Soap, 500 ML	btl	5	89.00	445.00
		GF-2025-08-00951 (CSCRHS) Max Teody T. Quimilat				
1	125	Pencil, Lead, #2, w/ Eraser	pc	10	10.00	100.00
2	146	Scotch Tape 4.7 CM	pc	3	43.00	129.00
		GF-2024-10-02879 (NARC) Luz O. Moreno				
1	128	Plastic Bag (Sando Bag) 100 Pcs/Pack, Large	pack	5	110.00	550.00
		GF-2025-08-01093 (DSS) Angelica C. Asoy				
1	128	Plastic Bag (Sando Bag) 100 Pcs/Pack, Large	pack	5	110.00	550.00
		GF-2025-07-00795 (OHIGP) Josefina L. Soria				
1	139	Sign Pen, Extra Fine Tip, Blue 0.5		10	29.95	299.50
		GF-2025-07-00879 (DALL) Daisy P. Acoritay				

1	139	Sign Pen, Extra Fine Tip, Blue 0.5		10	29.95	299.50
		XX				
		Purpose: For Office use				
		Intended: Various Department/End-Users				
TOTAL:						3,094.00
Total Amount in Words: THREE THOUSAND NINETY-FOUR PESOS ONLY						
<p><i>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day delay shall be imposed.</i></p> <p style="text-align: right;">Very truly yours,</p> <p>Conforme:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p><i>Supplier's signature Over Printed Name</i></p> <p>_____</p> <p><i>Date</i></p> </div> <div style="width: 45%; text-align: right;"> <p>PROSE IVY G. YEPES</p> <p>_____</p> <p><i>President</i></p> </div> </div>						
Fund Cluster: _____			ORS/BURS No. : _____			
Funds Available _____			Date of ORS/BURS: _____			
<p>_____</p> <p>NICK FREDDY R. BELLO</p> <p><i>Head, Accounting Division</i></p>			<p>Amount: _____</p>			