



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: AJJA FASTFOOD & CATERING SERVICES	P.O No: PO-GF-MOOE-2022-02-0048
Address: D. VELOSO ST., POBLACION ZONE 10, BAYBAY	Date: 02-17-2022
TIN: 101-720-4160	P.R No: GF-2022-01-00078
	Mode of Procurement: NP - 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	Delivery Term: FOB-VSU Baybay
Delivery Period: Within 30 calendar days upon receipt of P.O.	Payment Term: As per cost of snacks served

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	packs	Snacks during the Faculty Onboarding	140	48.00	6,720.00

Specification:

Snacks during the Faculty Onboarding

Day 1

Snacks (AM): 35 packs

- Buko pie

- Softdrinks

Snacks (PM): 35 packs

- Meat Bread

- Softdrinks

Day 2

Snacks (AM): 35 packs

- Tuna Sandwich

- Softdrinks

Snacks (PM): 35 packs

- Puto Cheese

- Softdrinks

	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
	Purpose: Urgently needed during the 2022 Faculty Onboarding this coming February 7& 8, 2022.			
	Intended: ODIE			

TOTAL: 6,720.00



Total Amount in Words: **Six Thousand Seven Hundred Twenty Pesos Only**

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.

Very truly yours,

Conforme:

EDGARDO E. TULIN

Supplier's signature Over Printed Name

President

Date

Fund Cluster: _____

ORS/BURS No. : _____

Funds Available: _____

Date of ORS/BURS : _____

Amount: _____

**NICK FREDDY R.
BELLO**

Head, Accounting



OBLIGATION REQUEST AND STATUS				No.: 02-101101-2022-02-	
VISAYAS STATE UNIVERSITY				Date: 02/17/2022	
Visca, Baybay City, Leyte				Fund: GF	
Payee:	AJJJA FASTFOOD & CATERING SERVICES				
Office:	ODIE				
Address:	D. VELOSO ST., POBLACION ZONE 10, BAYBAY				
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount	
ODIE	Payment of Snacks			6,720.00	
	Total			6,720.00	

[A] Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature: Printed Name DANIEL LESLIE S. TAN Position: VP for Admin. and Finance Date:	[B] Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: Printed Name ALICIA M. FLORES Position: Administrative Officer III Head, Budget Unit Date:
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[C] STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
02-17-2022	Obligations	02-101101-2022-02-	6,720.00		6,720.00	
		Totals				