

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Tracking No.:

Supplier :	MICROVENTURES OFFICE SUPPLIES & EQUIPMENT TRADING	P.O No:	PO-TF-2025-10-0724
Address :	Abgao, Maasin City, So., Leyte	Date:	27-Oct-25
TIN:	406-804-918	P.R No.	TF-2025-07-00818
		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
1	4	A4 Bond Paper, 70 GSM (5 reams/box), <u>ARTICA</u>	boxes	2	1,150.00	2,300.00
2	64	Face Mask, Surgical, Disposable, 3-ply, 50 Pcs/Box, <u>INDOPLAS</u>	box	10	148.00	1,480.00
3	84	Laminating Film, A4, 100 Shts/Box, 250 Microns, <u>LCT</u>	box	2	1,415.00	2,830.00
4	115	Pen, Permanent Marker, Black, Fine Tip, <u>PILOT</u>	pc	20	60.00	1,200.00
5	136	Record Book, Big, 500 Pages, <u>VALIANT</u>	pc	5	130.00	650.00
		XX				
		Purpose: To commence Sweet Potato Project 2025.				
		Intended: DPBG (Jerry B. Sanguillosa)				

TOTAL: 8,460.00

Total Amount in Words: EIGHT THOUSAND FOUR HUNDRED SIXTY 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:

Supplier's signature Over Printed Name

PROSE IVY G. YEPES

President

Date

Fund Cluster: _____

ORS/BURS No. : _____

Funds Available: _____

Date of ORS/BURS: _____

Amount: _____

NICK FREDDY R. BELLO

Head, Accounting Division