

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION		P.O No: PO-GF-MOOE-2022-01-0021			
Address: GROUND FLOOR APOSTOL ARCADE, ZAMORA CORNER STO. NI		Date: 01-18-2022			
TIN: 002-33-2000		P.R No: GF-2021-09-01111			
		Mode of Procurement: Direct Contracting			
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 items delivered		
No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	piece	Toner for Develop iNeo 164 Copier	1	3,437.50	3,437.50
		XX			
		Purpose: For office use			
		Intended: PO			
TOTAL:					3,437.50
Total Amount in Words: Three Thousand Four Hundred Thirty Seven And Fifty 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.					
Conforme:			Very truly yours,		
			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					