

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: N.N ALCALA STORE						P.O No: PO-TF-2021-12-0577					
Address: TRES MARTIRES STREET, BAYBAY, WESTERN LEYTE, POBLA						Date: 12-29-2021					
TIN: 168-331-936						P.R No: TF-2021-11-01466					
						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 itmes delivered					
No	Unit	DESCRIPTION				Quantity	Unit Cost		Amount		
1	pad	Mouse Pad, Rubber				2	35.00		70.00		
Specification: ☐Size: Small (200x250mm) ☐Color: Black/ Dark Blue											
		xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx									
		Purpose: For TES									
		Intended: USSO									
										TOTAL:	70.00
Total Amount in Words: Seventy 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: _____ Funds Available: _____						ORS/BURS No. : _____ Date of ORS/BURS : _____ Amount: _____					
NICK FREDDY R. BELLO (OIC) Head, Accounting											