

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-TF-2025-10-0722
Address :	Tres Martires St., Poblacion Zone 14, Baybay City, Leyte	Date:	27-Oct-25
TIN:	168-331-936	P.R No.	TF-2025-09-01192
		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	17	Ballpen 50 Pieces, Blue Specification: Line Weight: 0.5 mm Ink Type: Oil Gel Ink	box of 50's	2	250.00	500.00
2	94	Memo Notebooks, 60 leaves	pc	30	15.00	450.00
3	155	Staple Wire, #35, <u>TM</u>	box	10	35.00	350.00
4	157	Stapler, HD No.35, <u>KANGAROO</u>	pc	3	350.00	1,050.00
5	189	Bond Paper, Long	ream	2	255.00	510.00
		XX				
		Purpose: For project used: VSU-LIYAB Project				
		Intended: DBM (Sheillo G. Catorce)				

TOTAL: **2,860.00**

Total Amount in Words: **TWO THOUSAND EIGHT 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. : _____