



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: AVARICE PRINTING SERVICES	P.O No: PO-STF-MOOE-2025-11-0891
Address: VSU MARKET, PANGASUNGAN, BAYBAY	Date: 2025-11-27
TIN: 000-000-0000	P.R No: STF-2025-07-00875
	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	Delivery Term: FOB-VSU Baybay
Delivery Period: As needed by the end-user	Payment Term: As per cost of items delivered

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	pc	Plastic ID Holders with lanyard	214	40.00	8,560.00

Specification:

- 5 in x 7 in

2	pcs	T-shirt w/ printed VSU branding, #GoGreen and #SDG (Dry Fit, Sublimation)	241	290.00	69,890.00
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Specification:

T-shirt specification:

- with printed VSU branding, #GoGreen and #SDG
- Dry Fit,
- Sublimation

		XX			
		Purpose: RCAF 2025 on September 10-15,2025			
		Intended: CAC			

TOTAL: 78,450.00

Total Amount in Words: **Seventy-Eight Thousand Four Hundred 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.

Very truly yours,

Conforme:

PROSE IVY G. YEPES

President

Supplier's signature Over Printed Name

Date

Fund Cluster: _____
Funds Available: _____

NICK FREDDY R. BELLO

Head, Accounting

ORS/BURS No. : _____
Date of ORS/BURS : _____
Amount: _____



BUDGET UTILIZATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

No.: 02-206441-2025-11-
 Date: 11/27/2025
 Fund: **STF**

Payee:	AVARICE PRINTING SERVICES			
Office:	CAC			
Address:	VSU MARKET, PANGASUNGAN, BAYBAY			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
CAC	Payment of Office Supplies and General Merchandise Products			78,450.00
	Total			78,450.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature: Printed Name Position: Date:	B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: Printed Name Position: Date:

C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
11-27-2025	Obligations	02-206441-2025-11-	78,450.00		78,450.00	
	Totals					