

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## PURCHASE ORDER

Supplier :	<b>MICROVENTURES OFFICE SUPPLIES &amp; EQUIPMENT TRADING</b>	P.O No:	<b>PO-GF-MOOE-2025-10-0729-A</b>
Address :	Abgao, Maasin City, So., Leyte	Date:	28-Oct-25
TIN:	406-804-918	P.R No.	<b>GF-2025-07-00879</b>
		Mode of Procurement: <b>Small Value Procurement</b>	
<b>Gentlemen:</b> Please furnish this Office the following articles subject to the terms and conditions contained herein:			
Place of Delivery:	<b>VSU-Main Campus, Visca, Baybay City, Leyte</b>	Delivery Term:	<b>FOB-VSU Main Campus</b>
Date of Delivery:	<b>Within 30 calendar days upon receipt of P.O.</b>	Payment Term:	<b>As per cost of item delivered</b>
Item No.	Abstract No.	Description	Unit QTY Unit Cost Amount
1	4	<b>A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARCTICA</u></b>	box 2 1,150.00 2,300.00
2	185	<b>White Board Marker, Black, <u>PILOT</u></b>	box 5 83.00 83.00
		XX	
		<b>Purpose:</b> For Office use	
		<b>Intended:</b> DALL (Daisy P. Acoritay)	
			TOTAL: <b>2,383.00</b>
Total Amount in Words: <b>TWO THOUSAND THREE HUNDRED EIGHTY-THREE PESOS ONLY</b>			
<b><i>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.</i></b>			
Conforme:		Very truly yours,	
_____ <i>Supplier's signature Over Printed Name</i>		<b>PROSE IVY G. YEPES</b> _____ <i>President</i>	
_____ <i>Date</i>			
Fund Cluster: _____	ORS/BURS No. : _____		
Funds Available: _____	Date of ORS/BURS: _____		
_____ <b>NICK FREDDY R. BELLO</b> <i>Head, Accounting Division</i>		Amount: _____	