

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

## PURCHASE ORDER

Supplier :	<b>PALM PHOTO AND PRINTSHOP</b>	P.O No:	PO-STF-MOOE-2024-08-0587		
Address :	Visca Market, Visca, Baybay City, Leyte	Date:	9-Aug-24		
TIN:		PR No:	2024-07-30-00004		
		Mode of Procurement:	NP-SVP		
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 meals served		
Item No.	Description	Unit	QTY	Unit Cost	Amount
	<b>Souvenirs</b>				
1	Key Chain, Metal Plate, 3 MM Thickness, UV Etched	pcs	118	655.00	77,290.00
	<b>Scroll of Appointment</b>				
2	Paper Type: High-quality parchment or vellum	pc	1	2,600.00	2,600.00
	Thickness: Around 120-200 gsm for durability and prestigious feel				
	Dimensions: A3 (11.7 x 16.5 inches)				
	<b>Purpose:</b> For the conduct of the Investiture Rites of the 7th VSU President.				
	<b>Intended:</b> OVPA (R.S. Gravoso)				
TOTAL:					79,890.00
Total Amount in Words: SEVENTY NINE THOUSAND EIGHT HUNDRED NINETY PESOS ONLY					
Very truly yours,					
Conforme:		<b>PROSE IVY G. YEPES</b>			
Supplier's signature Over Printed Name		President			
Date					
Fund Cluster:			ORS/BURS No. :		
Funds Available			Date of ORS/BURS:		
NICK FREDDY R. BELLO		Amount:			

*Head, Accounting Division*