

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-GF-MOOE-2024-12-0775		
Address :	Baybay City, Leyte	Date:	2-Dec-24		
TIN:		PR No:	GF-2024-10-01764		
		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 Baybay			
Date of Delivery: Within 30 calendar days upon receipt of P.O.		Payment Term: As per cost of items delivered			
Item No.	Description	Unit	QTY	Unit Cost	Amount
1	Ballpen, 50 Pieces, Blue	box of 50's	1	250.00	250.00
	Purpose: Supplies for training.				
	Intended: DFST (L. M. Edaño)				
TOTAL:					250.00
Total Amount in Words: TWO HUNDRED FIFTY PESOS ONLY					
Very truly yours,					
Conforme:		PROSE IVY G. YEPES			
_____ Supplier's signature Over Printed Name		_____ President			
_____ Date					
Fund Cluster:	_____ Funds Available:		ORS/BURS No. : _____		
			Date of ORS/BURS: _____		
_____ NICK FREDDY R. BELLO Head, Accounting Division			Amount: _____		