



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: PHILCOPY CORPORATION	P.O No: PO-GF-MOOE-2022-02-0026
Address: #140-B REAL STREET, SANTIAGO BLDG,, BARANGAY 21 (Date: 02-03-2022
TIN: 000-16-9318	P.R No: GF-2021-09-00972
	Mode of Procurement: Direct Contracting

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: Within 30 calendar days upon receipt of P.O.	Payment Term: As per cost of items delivered

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	piece	Toner, KyoceraTASKalfa 1800	1	7,300.00	7,300.00

Specification:

Genuine Toner - KYOCERA TASKalfa 1800

		XX			
		Purpose: For office use.			
		Intended: CaO			

TOTAL: 7,300.00

Total Amount in Words: **Seven Thousand Three Hundred 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:

EDGARDO E. TULIN

President

Supplier's signature Over Printed Name

Date

Fund Cluster: _____

Funds Available: _____

ORS/BURS No. : _____

Date of ORS/BURS : _____

Amount: _____

NICK FREDDY R. BELLO

Head, Accounting



OBLIGATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

No.: 02-101101-2022-02-
 Date: 02/03/2022
 Fund: **GF**

Payee:	PHILCOPY CORPORATION			
Office:	CaO			
Address:	#140-B REAL STREET, SANTIAGO BLDG,, BARANGAY 21 (
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
CaO	Payment of Toner			7,300.00
	Total			7,300.00

A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal Signature: _____ Printed Name: DANIEL LESLIE S. TAN Position: VP for Admin. and Finance Date: _____		B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above Signature: _____ Printed Name: ALICIA M. FLORES Position: Administrative Officer III Head, Budget Unit Date: _____	
--	--	--	--

C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
02-03-2022	Obligations	02-101101-2022-02-	7,300.00		7,300.00	
		Totals				