

## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## **PURCHASE ORDER**

Supplier: N.N ALCALA STORE				P.C	P.O No: PO-STF-2022-02-0053			
Address: TRES MARTIRES STREET, BAYBAY, WESTERN LEYTE, POBLA				A Dat	Date: 02-17-2022			
TIN: 168-331-936				P.R	P.R No: STF-2021-10-01401			
				Mode of Procurement: NP - Small Value				
					Procurement			
Gentler Ple		nish this Office the following ar	ticles subject to the tern	ns and co	onditions cont	ained herein:		
Place of Delivery: VSU-Main Campus					Delivery Term: FOB-VSU Baybay			
Delivery Period: Within 30 calendar days upon receipt of P.O.				Pay	Payment Term: As per cost of items delivered			
No	Unit DESCRIPTION				Quantity	Unit Cost	Amount	
1	pcs	Cartolina, Vellum, White, at least 180gsm			1600	15.00	24,000.00	
		xxxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxx					
		Purpose: For book repairs and office supplies						
		Intended: VSUCL						
						TOTAL:	24,000.00	
Total An	nount in W	ords: Twenty Four Thousand Pesc	os Only					
for eve		of failure to make the full deli elay shall be imposed.	very within the time spec	cified abo	ove, a penalty	of one-tenth (1/	10) of one percent	
	Very truly yours,							
Conforn	ne:			Vei	y truly yours,			
					EDGARDO E. TULIN			
Supplier's signature Over Printed Name					President			
		Date	-					
Fund Clu	ıster:		ORS/BURS	No. :				
Funds A	vailable:		Date of OF	RS/BURS :				
			Amount:					
		NICK FREDDY R. BELLO						
		Head, Accounting	•					

Annex F

## **BUDGET UTILIZATION REQUEST AND STATUS** No.: 02-206441-2022-02-VISAYAS STATE UNIVERSITY Date: 02/17/2022 Visca, Baybay City, Leyte Fund: **STF** N.N ALCALA STORE Payee: Office: **VSUCL** Address: TRES MARTIRES STREET, BAYBAY, WESTERN LEYTE, POBLA **UACS Code / Responsibility Center Particulars** MFO/PAP Amount **Expenditure VSUCL** Payment of office Supplies/Materials 24,000.00 Total 24,000.00 Certified: В Charges to appropration/allotment Certified: necessary, lawful and under my direct Allotment available and obligated for the supervision purpose/adjustment necessary as and supporting documents valid, proper and indicated above legal Signature: Signature: Printed Printed Name **DANIEL LESLIE S. TAN ALICIA M. FLORES** Name Position: Position: VP for Admin. and Finance Administrative Officer III Head, Budget Unit Date: Date: STATUS OF OBLIGATION Reference **Amount** ORS/JEV/RCI/RADAI Due and Date **Particulars** Obligation Payment Not Yet Due Demandable No. 02-206441-2022-02-24,000.00 24,000.00 02-17-2022 **Obligations** Totals