

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

PURCHASE ORDER

Supplier :	MICROVENTURES OFFICE SUPPLIES & EQUIPMENT TRADING	P.O No:	PO-TF-2025-10-0723
Address :	Abgao, Maasin City, So., Leyte	Date:	27-Oct-25
TIN:	406-804-918	P.R No.	TF-2025-05-00679
		Mode of Procurement: Small Value Procurement	

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 items delivered		
Item No.	Abstract No.	Description	Unit	QTY	Unit Cost	Amount
1	69	Folder, File, Long, 14pts, White, <u>SYSTEM</u>	pc	200	8.00	1,600.00
2	73	Folder, Pressboard, US, Green, Long	pc	200	23.00	4,600.00
3	108	Paper, Bond, Long, S-24, 80 gsm, <u>ARTICA</u>	ream	50	310.00	15,500.00
4	121	Pen, Sign, .5mm, Gel-type, Blue, <u>MY-GEL</u>	pc	500	30.00	15,000.00
5	122	Pen, Sign, .5mm, Gel-type, Violet, <u>MY-GEL</u>	pc	300	30.00	9,000.00
6	138	Rubberband, #18, 350 gms/box, <u>BRITE</u>	box	10	233.00	2,330.00
7	164	Tape, Double Sided, 1" x 10m	roll	10	40.00	400.00
		XX				
		Purpose: For operation use. Financial administration of externally funded projects.				
		Intended: AccO (Valerie Y. Vergis)				

TOTAL: 48,430.00

Total Amount in Words: FORTY EIGHT THOSUAND FOUR HUNDRED THIRTY 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:

Supplier's signature Over Printed Name

PROSE IVY G. YEPES

President

<div style="text-align: center;">_____</div> <div style="text-align: center;"><i>Date</i></div>	
Fund Cluster: _____ Funds Available: _____ <div style="text-align: center;"> NICK FREDDY R. BELLO <i>Head, Accounting Division</i> </div>	ORS/BURS No. : _____ Date of ORS/BURS: _____ Amount: _____