

# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

## PURCHASE ORDER

Supplier :	<b>VSU GUEST HOUSE AND PAVILION</b>	P.O No:	<b>PO-STF-MOOE-2024-08-0584</b>		
Address :	VSU, Visca, Baybay City, Leyte	Date:	<b>2-Aug-24</b>		
TIN:		PR No:	<b>2024-07-30-00001-D (RC)</b>		
		Mode of Procurement: <b>NP-SVP</b>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: <b>VSU-Main Campus, Visca, Baybay City, Leyte</b>		Delivery Term: <b>FOB - VSU Main Campus</b>			
Date of Delivery: <b>Within 30 calendar days upon receipt of P.O.</b>		Payment Term: <b>As per cost of items delivered</b>			
Item No.	Description	Unit	QTY	Unit Cost	Amount
	<b>August 14, 2024 (Arrival of some Guests)</b>				
1	Lunch	pax	50	200.00	10,000.00
2	Dinner	pax	75	200.00	15,000.00
	<b>August 14, 2024 (Snacks for All Cultural Performers &amp; Production Staff)</b>				
3	AM Snacks	pax	150	50.00	7,500.00
4	PM Snacks	pax	150	50.00	7,500.00
	<b>August 15, 2024 (Investiture Day)</b>				
5	Snacks-Choir (During the Ecunumical Service)	pax	18	80.00	1,440.00
6	Breakfast (Guests)	pax	100	160.00	16,000.00
7	Lunch for Guest and Working Committee	pax	300	200.00	60,000.00
8	Packed lunch for Security Guards and Performers	pax	150	150.00	22,500.00
9	PM Snacks (packed) for Cultural Performers and Guards	pax	150	80.00	12,000.00
	<b>August 16, 2024 (Departure of Some Guests)</b>				
10	Breakfast for Guests	pax	75	160.00	12,000.00
	<b>Purpose:</b> For the conduct of the Investiture Rites or the 7th VSU President.				
	<b>Intended:</b> OVPAA (R.S. Gravoso)				
TOTAL:					<b>163,940.00</b>
Total Amount in Words: <b>ONE HUNDRED SIXTY THREE THOUSAND NINE HUNDRED FORTY PESOS ONLY</b>					
Very truly yours,					
Conforme:					

<div>_____ Supplier's signature Over Printed Name</div> <div>_____ Date</div>		<div><b>PROSE IVY G. YEPES</b> _____ President</div>
Fund Cluster: _____	ORS/BURS No. : _____	
Funds Available _____	Date of ORS/BURS: _____	
<div>_____ <b>NICK FREDDY R. BELLO</b> <i>Head, Accounting Division</i></div>		Amount: _____