

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: T & A VARIETY STORE	P.O No: PO-TF-2021-12-0567
Address: M.L QUEZON STREET, POBLACION ZONE 10, BAYBAY	Date: 12-22-2021
TIN: 101-721-048	P.R No: TF-2021-10-01412
	Mode of Procurement: Shopping - B

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	Folder, File, Long, 14pts, White	50	4.85	242.50
2	reams	Paper, Bond, A4, S-24, 80 gsm	20	248.00	4,960.00

Specification:

bright white, high premium quality

		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
		Purpose: TES-ASF (On-going) 1st. sem. 2020-2021			
		Intended: USSO			

TOTAL: 5,202.50

Total Amount in Words: **Five Thousand Two Hundred Two And Fifty 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

(OIC) Head, Accounting