

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-TF-2025-10-0719
Address :	Tres Martires St., Poblacion Zone 14, Baybay City, Leyte	Date:	9-Oct-25
TIN:	168-331-936	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 item delivered

Item No.	Abstract No.	Description	Unit	QTY	Unit Cost	Amount
1	59	Envelope, Documentary, Brown, 150 lbs, Long	pc	100	4.00	400.00
2	62	Envelope, Expanding, With Garter Tie, Brown, Long	pc	100	18.00	1,800.00
3	63	Envelope, Expanding, With Garter Tie, Green, Long	pc	100	18.00	1,800.00
4	141	Sticky Note 2 x 3, Assorted Colors	pad	10	25.00	250.00
5	148	Sign Here Sticky Notes, <u>ARROW</u>	pack	10	55.00	550.00
6	155	Staple Wire, #35, <u>TM</u>	box	15	35.00	525.00
7	157	Stapler, HD No.35, <u>KANGAROO</u>	pc	3	350.00	1,050.00
8	168	Tape, Transparent, 12mm x 50m, <u>1 x 50</u>	roll	20	35.00	700.00
9	170	Time Card for COMIX Time Recorder Machine	pack of 100's	5	250.00	1,250.00
		XX				
		Purpose: For operation use. Financial administration of externally funded projects.				
		Intended: Accounting Office (Valerie Y. Vergis)				

TOTAL: 8,325.00

Total Amount in Words: **EIGHT THOUSAND THREE HUNDRED TWENTY FIVE PESOS ONLY**