

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: N.N ALCALA STORE		P.O No: PO-TF-2021-12-0566			
Address: TRES MARTIRES STREET, BAYBAY, WESTERN LEYTE, POBLA		Date: 12-22-2021			
TIN: 168-331-936		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	pcs	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single)	20	100.00	2,000.00
2	boxes	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	5	46.00	230.00
3	boxes	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box	5	70.00	350.00
4	boxes	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box	10	13.00	130.00
		xx			
		Purpose: TES-ASF (On-going) 1st. sem. 2020-2021			
		Intended: USSO			
TOTAL:					2,710.00
Total Amount in Words: Two Thousand Seven Hundred Ten 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		EDGARDO E. TULIN President			
Date					
Fund Cluster: _____		ORS/BURS No. : _____			
Funds Available: _____		Date of ORS/BURS : _____			
		Amount: _____			
NICK FREDDY R. BELLO (OIC) Head, Accounting					