

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte **Tracking No.:**

PURCHASE ORDER

Supplier :	JOSE CLAVANO, INC/ CLAVANO PRINTERS	P.O No:	PO-GF-2024-07-0573		
Address :	1210 Capitol Site, Clavano St., Cebu City	Date:	26-Jul-24		
TIN:		PR No:	GF-2024-07-0142 E		
		Mode of Procurement: NP-SVP			
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.	Description	Unit	QTY	Unit Cost	Amount
1	Printing of Diploma Form	pcs	1000	40.00	40,000.00
2	Printing of Transcript of Record Form	reams	4	2,450.00	9,800.00
	Purpose: For office use.				
	Intended: Registrar (M. DELA TORRE)				
TOTAL:					49,800.00
Total Amount in Words: FORTY NINE THOUSAND EIGHT HUNDRED PESOS ONLY					
Very truly yours, Conforme: _____ Supplier's signature Over Printed Name _____ Date					
Fund Cluster: _____			ORS/BURS No. : _____		
Funds Available _____			Date of ORS/BURS: _____		
_____ NICK FREDDY R. BELLO Head, Accounting Division			Amount: _____		

