

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

PURCHASE ORDER

Supplier :	PALM PHOTO & PRINTSHOP	P.O No:	PO-STF-2024-07-0562		
Address :	VSU Market, Visca, Baybay City, Leyte	Date:	22-Jul-24		
TIN:		PR No:	STF-2024-07-0001-D		
		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	Plaque, Glass Type, 12"	pcs	5	2,450.00	12,250.00
2	Printed Graduation Rites Tickets (Materials: Vellum Paper)	pcs	140	40.00	5,600.00
Purpose: For the conduct of the 71st Commencement Exercises on August 6-7, 2024.					
Intended: OVPAA (R.S. Gravoso)					
TOTAL:					17,850.00
Total Amount in Words: SEVENTEEN THOUSAND EIGHT HUNDRED FIFTY PESOS ONLY					
Very truly yours,					
Conforme:		PROSE IVY G. YEPES			
_____ Supplier's signature Over Printed Name		_____ President			
_____ Date					
Fund Cluster: _____		ORS/BURS No. : _____			
Funds Available _____		Date of ORS/BURS: _____			
_____ NICK FREDDY R. BELLO <i>Head, Accounting Division</i>		Amount: _____			