

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

Tracking No.:

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-GF-MOOE-2024-12-0774
Address :	Baybay City, Leyte	Date:	2-Dec-24
TIN:		PR No:	GF-2024-10-01766
		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 Baybay			
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	Paper, Special (for Certificates) *A4, 200 gsm	pack	1	65.00	65.00
	Purpose: Supplies for training.				
	Intended: DFST (L. M. Edaño)				
TOTAL:					65.00

Total Amount in Words:**SIXTY FIVE PESOS ONLY**

Very truly yours,

Conforme:

Supplier's signature Over Printed Name

Date

PROSE IVY G. YEPES

President

Fund Cluster: _____	ORS/BURS No. : _____
Funds Available: _____	Date of ORS/BURS: _____
NICK FREDDY R. BELLO Head, Accounting Division	Amount: _____