

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-STF-2025-06-0368		
Address :	Baybay City, Leyte	Date:	24-Jun-25		
TIN:		PR No:	STF-2024-11-03147		
		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 15 calendar days upon receipt of P.O.		Payment Term: As per cost of items delivered			
Item No.	Description	Unit	QTY	Unit Cost	Amount
1	Notarial Seal, #24-21/8", Gold, Shiny, Self-Adhesive, 1000 pcs/roll	roll	10	1,000.00	10,000.00
	xxxxxxxxxx Nothing Follows xxxxxxxxxxxx				
	Purpose: For daily operation of the office.				
	Intended: University Registrar (J. Codog)				
TOTAL:					10,000.00
Total Amount in Words: TEN THOUSAND 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: _____			