

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	MICROVENTURES OFFICE SUPPLIES & EQUIPMENT TRADING	P.O No:	PO-STF-MOOE
Address :	Abgao, Maasin City, So., Leyte	Date:	27-O
TIN:	406-804-918	P.R No.	Consolid:
		Mode of Procurement: Small Val	

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 M
Date of Delivery:		Within 30 calendar days upon receipt of P.O.	Payment Term:		As per cost of
Item No.	Abstract No.	Description	Unit	QTY	Unit Cost
		STF-2025-08-00999 (FON) Guada Fe D. Amihan			
1	105	Paper, Bond, A4, S-20, 70 GSM, <u>ARTICA</u>	ream	10	230.00
		STF-2025-08-01097 (DPSS) Gilda P. Nayre			
2	105	Paper, Bond, A4, S-20, 70 gsm, <u>ARTICA</u>	ream	3	230.00
		XX			
		Purpose: For Office use			
		Intended: Various Department/End-Users			

TOTAL:

Total Amount in Words: TWO THOUSAND NINE HUNDRED NINETY 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

Date

PROSE IVY G

President

Fund Cluster: _____

Funds Available: _____

NICK FREDDY R. BELLO

Head, Accounting Division

ORS/BURS No. : _____

Date of ORS/BURS: _____

Amount: _____