

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	NOLAS COMMERCIAL	P.O No:	PO-GF-MOOE-2023-08-0752		
Address :	M.L. Quezon St., Zone 11, Baybay City, Leyte	Date:	31-Aug-23		
TIN:	936-203-925-000	PR No:	Assorted PR's		
		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: <i>As per cost of items delivered</i>			
Item No.	Description	Unit	QTY	Unit Cost	Amount
	GF-2023-05-00850 (CME) Geecel F. Galvez				
1	Heavu Duty Gloves (for garbage collection and utility)	<i>pairs</i>	2	100.00	200.00
	GF-2023-05-00852 (CME) Geecel F. Galvez				
2	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	<i>boxes</i>	10	20.00	200.00
3	Clip, Double Binder, 1-5/8" (approx. 41mm), Black, 12 pcs/box	<i>boxes</i>	10	50.00	500.00
4	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	<i>boxes</i>	10	70.00	700.00
5	Correction Tape, 8m x 5mm Wide	<i>pcs</i>	2	30.00	60.00
6	Envelope, Expanding, Plastic, Long, w/ Handle	<i>pcs</i>	20	98.00	1,960.00
7	Stapler, Heavy Duty, 23/6-23/23, (210 sheets), Black	<i>pcs</i>	2	1,470.00	2,940.00
8	Sticky Index Tabs, Writable Colored Flat Arrow page Markers Flags for File Notes	<i>packs</i>	10	22.00	220.00
9	Tape, Double Sided, 2" x 10m	<i>rolls</i>	5	95.00	475.00
10	Tape, Masking, 2" x 25 yards	<i>rolls</i>	10	68.00	680.00
	GF-2023-05-00782 (CET) Mirzi Olga P. Degracia				
11	Battery, Alkaline, Size: AA, Normal Voltage: 1.5 Volts, 2 pcs/pack	<i>pcs</i>	30	30.00	900.00
12	Correction Tape, 8m x 5mm Wide	<i>pcs</i>	5	30.00	150.00
13	Folder, File, Long, 14 pts, White	<i>pcs</i>	10	6.00	60.00

14	Pencil, Lead, #2, w/ Eraser, (MONGOL)	pcs	20	9.00	180.00
	XX				
	Purpose: Office supply use				
	Intended: Various Offices				
TOTAL:					9,225.00
Total Amount in Words: NIINE THOUSAND TWO HUNDRED TWENTY FIVE PESOS ONLY					
<div>Very truly yours,</div> <div>Conforme:</div> <div><div>_____ Supplier's signature Over Printed Name</div><div>_____ Date</div></div> <div><div>EDGARDO E. TULIN _____ President</div></div>					
Fund Cluster: _____		ORS/BURS No. : _____			
Funds Available: _____		Date of ORS/BURS: _____			
_____ NICK FREDDY R. BELLO <i>Head, Accounting Division</i>		Amount: _____			