

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-STF-MOOE-2025-10-0716			
Address :	Tres Martires St., Poblacion Zone 14, Baybay City, Leyte	Date:	27-Oct-25			
TIN:	168-331-936	P.R No.	Consolidated PR's			
		Mode of Procurement: Small Value Procurement				
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 item delivered			
Item No.	Abstract No.	Description	Unit	QTY	Unit Cost	Amount
		STF-2025-08-00999 (FON) Guada Fe D. Amihan				
1	110	Paper, Parchment, A4, Cream, 100 Sheets/Pack	pack	5	300.00	1,500.00
		STF-2025-08-01097 (DPSS) Gilda P. Nayre				
2	113	Parchment Paper (Natural; A4 210 x 297 mm)	pc	50	4.00	200.00
3	188	Blue Ballpens	pc	2	8.00	16.00
		XX				
		Purpose: For Office use				
		Intended: Various Department/End-Users				
TOTAL:						1,716.00
Total Amount in Words: ONE THOUSAND SEVEN HUNDRED SIXTEEN PESOS ONLY						
<i>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.</i>						
Conforme:						
Very truly yours,						
PROSE IVY G. YEPES						
Supplier's signature Over Printed Name						
President						
Date						
Fund Cluster:				ORS/BURS No. :		
Funds Available:				Date of ORS/BURS:		
				Amount:		
NICK FREDDY R. BELLO						
Head, Accounting Division						