



VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier: T & A VARIETY STORE	P.O No: PO-GF-MOOE-2025-07-0431
Address: M.L QUEZON STREET, POBLACION ZONE 10, BAYBAY	Date: 2025-07-14
TIN: 101-721-048	P.R No: GF-2025-04-00564
	Mode of Procurement: NP-53.9 - 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	Delivery Term: FOB-VSU Baybay
Delivery Period: Within 30 calendar days upon receipt of P.O.	Payment Term: As per cost of items delivered

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	gallon	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL	5	215.00	1,075.00
2	pcs	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	14	268.00	3,752.00
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
		Purpose: for DDC office and classrooms use			
		Intended: DDC			

TOTAL: 4,827.00

Total Amount in Words: **Four Thousand Eight Hundred Twenty-Seven 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:

PROSE IVY G. YEPES

President

Supplier's signature Over Printed Name

Date

Fund Cluster: _____

Funds Available: _____

ORS/BURS No. : _____

Date of ORS/BURS : _____

Amount: _____

NICK FREDDY R. BELLO

Head, Accounting



OBLIGATION REQUEST AND STATUS
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

No.: 02-101101-2025-07-
 Date: 07/14/2025
 Fund: **GF**

Payee:	T & A VARIETY STORE			
Office:	DDC			
Address:	M.L QUEZON STREET, POBLACION ZONE 10, BAYBAY			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
DDC	Payment of Office Supplies			4,827.00
	Total			4,827.00

A Certified: Signature: Printed Name Position: Date:	Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal	B Certified: Signature: Printed Name Position: Date:	Allotment available and obligated for the purpose/adjustment necessary as indicated above

C STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
07-14-2025	Obligations	02-101101-2025-07-	4,827.00		4,827.00	
	Totals					