## VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## **PURCHASE ORDER**

Supplie	r: <b>N.</b>	N. ALCALA STORE		P.O No	: PO-GF-M	OOE-2025-07-043	32			
Address: TRES MARTIRES STREET, BAYBAY, WESTERN LEYTE, POBLA					Date: 2025-07-14					
TIN:	168-331	-936		P.R No:	GF-2025-0	4-00564				
				Mode o Procure		nt: NP-53.9 - Sm	all Value			
Gentler Ple	-	nish this Office the following a	articles subject to the	terms and con	ditions conta	ained herein:				
		y: 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	DES		Quantity	Unit Cost	Amount				
1	kl	Soap, Detergent, Powder, 1		5	150.00	750.00				
2	pack	Trash Bag (Garbage Bag), X 10pcs/pack, Black	-Large (18.5x18.5x40	inches),	50	55.00	2,750.00			
		xxxxxxxxxxxxxxxxxxxxxxxxx	xxxxxxxxxxxx							
		Purpose: for DDC office and	d classrooms use							
		Intended: DDC								
						TOTAL:	3,500.00			
Total An	nount in W	ords: <b>Three Thousand Five Hund</b>	red Pesos Only							
for eve		of failure to make the full de elay shall be imposed.	livery within the time	specified abov	e, a penalty	of one-tenth (1/1	0) of one percent			
				Very tru	ıly yours,					
Conforn	ne:									
				Ī	PROSE IVY	G. YEPES				
Supplier's signature Over Printed Name				President						
		Date								
Fund Clu			ORS/BU							
Funds A	vailable:		Date of	ORS/BURS :						
			Amount	:						
		NICK FREDDY R. BELLO								
		Head, Accounting								



Annex F

ΩR	HIGATIO	N REQUEST AND	STAT	IIC		No.:	02-101101-202	Annex F	
		S STATE UNIVER	03		Date:		07/14/2025		
		ca, Baybay City, Leyte				Fund:		GF	
Payee:		I. ALCALA STORE	3			i unu.	<u>'</u>	GF	
Office:	DDO								
Address:		S MARTIRES STREET, BAY	YBAY. WE	STERN L	EYTE.	POBLA			
Responsibility		Particulars				MFO/PA	UACS Code / Expenditure	Amount	
DDC		Payment of Office Supplies						3,500.00	
A Certified:	nece	ges to appropration/allotment ssary, lawful and under my dir rvision		B Certi	Total fied:		available and oblig	<b>3,500.00</b> ated for the	
	and s	supporting documents valid, p	roper and			indicated	above		
Signature:				Signati	ure:				
Printed Name	_	MOISES NEIL V. SERIÑO		Printed Name		ALICIA M. FLORES			
Position:		VP for Admin. and Finance			Position:		Supervising Administrative Officer		
							Head, Budget I	Jnit	
Date:			Date:						
С		ST	TATUS C	F OBL	.IGAT	ION			
	Refere					Amo	unt		
Date	Particulars	ODS/JEV/DCI/DADAI	Obliga	ation	Payı	ment	Not Yet Due	Due and Demandable	
07-14-2025	Obligations	02-101101-2025-07-	3,500.00				3,500.00		
		Totals							