



# VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

## PURCHASE ORDER

Supplier: <b>KNC BAYBAY PRINTING HOUSE</b>	P.O No: PO-STF-2025-07-0430
Address: ., DOÑA FELIZA Z. MEJIA, ORMOC CITY	Date: 2025-07-11
TIN: 000-000-0000	P.R No: STF-2025-01-00099
	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:	Delivery Term:
Delivery Period:	Payment Term:

No	Unit	DESCRIPTION	Quantity	Unit Cost	Amount
1	piece	Printing of Photo wall (graduation)	1	1,300.00	1,300.00

**Specification:**

Size: 8 ft x 10

15 pesos per foot

		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
		Purpose: Graduation use			
		Intended: OP			

TOTAL: 1,300.00

Total Amount in Words: **One Thousand Three Hundred 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**

Supplier's signature Over Printed Name

President

Date

Fund Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
Date of ORS/BURS : \_\_\_\_\_  
Amount: \_\_\_\_\_

**NICK FREDDY R. BELLO**

Head, Accounting

## BUDGET UTILIZATION REQUEST AND STATUS VISAYAS STATE UNIVERSITY

## Visca, Baybay City, Leyte

No.:

Date:

Fund:

Payee:	KNC BAYBAY PRINTING HOUSE
--------	---------------------------

Office:	OP
---------	----

Address:	., DOÑA FELIZA Z. MEJIA, ORMOC CITY
----------	-------------------------------------

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
OP	Payment of Supplies/Materials			1,300.00
	Total			<b>1,300.00</b>

A	Certified:	Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal
---	------------	---

Signature:

Printed Name

Position:

Date:

B	<p>Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above</p>	
---	---	--

Signature:

Printed  
Name

Position:

Head, Budget Unit

Date:

C	STATUS OF OBLIGATION
---	----------------------

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
07-11-2025	Obligations		1,300.00		1,300.00	
		Totals				