

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-GF-MOOE-2025-10-0728-A
Address :	Tres Martires St., Poblacion Zone 14, Baybay City, Leyte	Date:	28-Oct-25
TIN:	168-331-936	P.R No.	GF-2025-07-00879
		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
8	67	File Organizer (Accordion), Expanding, w/ 13 Inside Pockets & Index Tabs, Legal	pc 1 250.00 250.00
		XX	
		Purpose: For Office use	
		Intended: DALL (Daisy P. Acoritay)	
			TOTAL: 250.00
Total Amount in Words: TWO HUNDRED FIFTY 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			