

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	MICROVENTURES OFFICE SUPPLIES & EQUIPMENT TRADING	P.O No:	PO-GF-MOOE-2025-10-0729-B
Address :	Abgao, Maasin City, So., Leyte	Date:	28-Oct-25
TIN:	406-804-918	P.R No.	GF-2025-08-00949
		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
1	4	A4 Bond Paper, 70 GSM (5 Reams/Box), <u>ARCTICA</u> XX Purpose: For Office use Intended: DBS (Ma. Stephanie V. Garcia)	box	2	1,150.00	2,300.00

TOTAL: **2,300.00**

Total Amount in Words: **TWOTHOUSAND 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:

Supplier's signature Over Printed Name

Date

PROSE IVY G. YEPES

President

Fund Cluster: _____
Funds Available: _____

NICK FREDDY R. BELLO
Head, Accounting Division

ORS/BURS No. : _____
Date of ORS/BURS: _____
Amount: _____