

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

PURCHASE ORDER

Supplier :	N. N. ALCALA STORE	P.O No:	PO-GF-MOOE-2025-10-0728-B
Address :	Tres Martires St., Poblacion Zone 14, Baybay City, Leyte	Date:	28-Oct-25
TIN:	168-331-936	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
13	189	Bond Paper, Long	ream	3	255.00	765.00
		XX				
		Purpose: For Office use				
		Intended: DBS (Ma. Stephanie V. Garcia)				

TOTAL: 765.00

Total Amount in Words: **SEVEN HUNDRED SIXTY FIVE 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: _____	ORS/BURS No. : _____
Funds Available: _____	Date of ORS/BURS: _____
NICK FREDDY R. BELLO <i>Head, Accounting Division</i>	Amount: _____