

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte  
SUPPLY & PROPERTY MANAGEMENT

## INSPECTION & ACCEPTANCE REPORT

Supplier: **GERSONS HOUSE OF FLOWERS / GERSON G. BUTAWAN**

IAR No: 25-11-1607

P.O No.: **PO-STF-MOOE-2025-09-0664**

Date: 2025-11-17

Office/Dept: **IHK**

**9,500.00**

STF-2025-07-00933

| No. | UNIT | DESCRIPTION | Quantity |        | Date Received             | Balance | Remarks   |
|-----|------|-------------|----------|--------|---------------------------|---------|-----------|
|     |      |             | Per P.O  | Actual |                           |         |           |
| 1   | pcs  | LEIGH/SASH  | 25       | 25     | 2025-11-14<br>#: SI 20015 | 0       | Completed |

**Specification:**

9pcs x 400 = 3,600

**INSPECTION**

**ACCEPTANCE**

Date Inspected: 11/17/25

Date Received: 11/17/25

☒ Inspected, verified and found in order as to quantity and specifications

☒ Complete

☐ Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Partial

  
**MARK LOUIS L. GARCES**  
Inspector

  
**DOREEN B. ALBA**  
Head, Supply & Property Management