

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **NEW FIVE STAR TRADING AND PRINTING PRESS** IAR No: 25-11-1610
P.O No.: **VSU-GOODS-25-29-147 (STF)** Date: 2025-10-27
Office/Dept: **VIHS** 5,100.00 STF-2024-07-01392

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	box of 50's	Ballpen 50 Pieces, Blue, HBW	5	5	2025-10-24 #: DR 93356	0	Completed
Specification: Specification: Line Weight: 0.5mm Ink Type: Oil gel ink							
2	boxes	Binder Clip, 2-inch, 12 pcs/box, TM	20	20	2025-10-24 #: DR 93356	0	Completed
Specification: - Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black							
3	reams	Paper, Bond, Long, S-24, 80 gsm, COPY ONE	5	5	2025-10-24 #: DR 93356	0	Completed
Specification: bright white, high premium quality							
4	pc	Stapler, HD No.35, MAX	4	0		4	Undelivered
Specification: None							
INSPECTION				ACCEPTANCE			

Inspected:

10/27/25

Date Recieved:

10/27/25

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

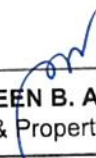
☐ Complete

☐ Others: _____

☒ Partial



MARK LOUIS L. GARCES
Inspector



DOREEN B. ALBA

Head, Supply & Property Management