

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **N. N. ALCALA STORE**
P.O No.: **PO-TF-2025-07-0491-A**
Office/Dept: **AccO**

IAR No: 25-10-1332
Date: 2025-09-30
62,000.00 TF-2025-04-00547

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pieces	Block-out Roll-Up Roller Shade, 71" (W) x 76" (H)	8	8	2025-09-10 #: DR-10069	0	Completed

Specification:

2	pc	Office chair with arm rest, durable leather seat	10	10	2025-09-29 #: DR 10077	0	Completed
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Specification:

None

INSPECTION

Date Inspected:

9/30/25



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



Others: _____



MARK LOUIS L. GARCES
Inspector

ACCEPTANCE

Date Received:

9/30/25



Complete



Partial



DOREEN B. ALBA
Head, Supply & Property Management