

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

INSPECTION & ACCEPTANCE REPORT

Supplier: NOLAS COMMERCIAL	IAR No: 25-11-1568
P.O No.: PO-GF-MOOE-2025-08-0571	Date: 2025-11-06
Office/Dept: ORDENS	3,052.00 GF-2025-07-00842

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	ream	A4 Paper One bond paper, S-20	10	10	2025-10-30 #: CI 004964	0	Completed
Specification: None							
2	pcs	Fluorescent Marker / Highlighter Pen, Yellow	5	5	2025-10-30 #: CI 004964	0	Completed
Specification: - barrel: flat - tip: chisel point							
3	pieces	Staple wire remover	2	2	2025-10-30 #: CI 004964	0	Completed
Specification: None							
4	pc	Stapler, HD No.35	2	2	2025-10-30 #: CI 004964	0	Completed
Specification: None							
5	pcs	White Folder / File Folder, Legal	20	20	2025-10-30 #: CI 004964	0	Completed
Specification: - size: Legal - color: White 14 pts							
6	pcs	White Folder / File Folder, Short	20	20	2025-10-30 #: CI 004964	0	Completed
Specification: - size: Letter - color: White 14 pts							
INSPECTION				ACCEPTANCE			

Date Inspected:

11/6/25

Date Recieved:

11/6/25

☒ 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