

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **LEYTE PAPERWORLD**
P.O No.: **PO-GF-CO-2024-12-0809**
Office/Dept: **DMath**

IAR No: 25-07-0840
Date: 2025-07-02
53,947.00 GF-2024-09-01747

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	lot	1 Lot Office Equipment (Miscellaneous)	1	1	2025-07-02 #: DR-21007/CI-55596	0	Completed

Specification:

Laser Printer (35,000)

- Print, scan, copy, fax
- Automatic 2-sided(duplex) print
- Wireless, Ethernet, USB Connectivity
- Mobile Print
- Up to 30 ppm (Mono/Color)
- 3.5" Touchscreen LCD
- 410mm x 462 mm x 401 mm
- Approximately 17.4 kg
- At least 3 years warranty

Paper Shredder (10,000)

- Cross Cut Cut Type
- At least 5.8 Gallons Capacity
- At least 60 Standard Sheet Capacity
- At least 3 year Warranty

USB Multiport Adapter (5 pcs at PhP 1000.00) = 5,000.00

- Video Input USB C (Male)
- Video Output HDMI (Female)
- Durable
- At least 1 year warranty

Extension cord 10 meters (3 pcs at PhP 1500.00) = 4,500.00

- 14 sockets
- Heavy Duty

- Universal
- Safe and Durable-Strong flame retardant
- Good texture-Elastic shell
- Fall-resistant
- Pressure-resistant
- Earthquake-resistant

INSPECTION

status

ACCEPTANCE

status

Date Inspected:

Date Recieved:

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

☒ Complete

☐ Others: _____

☐ Partial

July 11
Erly S. EDGUERRA

JHONAVEL R. CASTIL

Inspector

[Signature]

VIVIAN V. BALBARINO

Head, Supply & Property Management