

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **PHILCOPY CORPORATION**
P.O No.: **PO-GF-MOOE-2025-09-0617**
Office/Dept: **USHER**

IAR No: 25-10-1266
Date: 2025-09-24
22,230.00 GF-2025-08-00971

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	btls	Toner Kit,Ecosys M2540 dn/L	3	3	2025-09-23 #: SI 30128/ DR 18827	0	Completed

Specification:
None

INSPECTION

Date Inspected:

9/24/25

- ☒ Inspected, verified and found in order
as to quantity and specifications
- ☐ Others: _____

ACCEPTANCE

Date Recieved:

9/24/25

- ☒ Complete
- ☐ Partial

MARK LOUIS L. GARCES
Inspector

DOREEN B. ALBA
Head, Supply & Property Management