

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **PALM PHOTO AND PRINTSHOP**
P.O No.: **PO-STF-MOOE-2025-09-0607**
Office/Dept: **IHK**

IAR No: 25-10-1405
Date: 2025-10-13
108,000.00 STF-2025-07-00937

| No. | UNIT | DESCRIPTION | Quantity | | Date Received | Balance | Remarks |
|-----|------|---------------------------------------|----------|--------|--------------------------|---------|-----------|
| | | | Per P.O | Actual | | | |
| 1 | pc | Cup, 20", with customized metal plate | 15 | 15 | 2025-10-10 #: CI 0574 | 0 | Completed |

Offer:

20"

| | | | | | | | |
|---|----|---------------------------------------|----|----|--------------------------|---|-----------|
| 2 | pc | Cup, 22", with customized metal plate | 15 | 15 | 2025-10-10 #: CI 0574 | 0 | Completed |
|---|----|---------------------------------------|----|----|--------------------------|---|-----------|

Offer:

22"

| | | | | | | | |
|---|----|----------------------------------------|----|----|--------------------------|---|-----------|
| 3 | pc | Cups, 18", with customized metal plate | 15 | 15 | 2025-10-10 #: CI 0574 | 0 | Completed |
|---|----|----------------------------------------|----|----|--------------------------|---|-----------|

Offer:

16"

INSPECTION

Date Inspected:

10/13/25

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

☐ Others: _____

ACCEPTANCE

Date Recieved:

10/13/25

☒ Complete

☐ Partial

MARK LOUIS L. GARCES
Inspector

DOREEN B. ALBA
Head, Supply & Property Management