

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-GF-MOOE-2025-09-0682**
Office/Dept: **ITEEM**

IAR No: 25-11-1598
Date: 2025-10-14
510.00 GF-2025-06-00746

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	reams	Paper, Bond, A4, S-24, 80 gsm	2	2	2025-10-13 #: DR 10087	0	Completed

Specification:

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

INSPECTION

Date Inspected: 10/14/25
☒ Inspected, verified and found in order as to quantity and specifications

☐ Others: _____



MARK LOUIS L. GARCES
Inspector

ACCEPTANCE

Date Received: 10/14/25

☒ Complete

☐ Partial



DOREEN B. ALBA
Head, Supply & Property Management