

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **NEW FIVE STAR TRADING AND PRINTING PRESS** IAR No: 25-11-1613
P.O No.: **VSU-GOODS-25-29-139 (GF)** Date: 2025-10-27
Office/Dept: **Assorted Depts/Offices** 8,005.00 Assorted PR's

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	gallons	Bleach, cleaner, 1 gal., ZONROX Distribution NCRC-V c/o Jerrel Ann L. Lesidan (GF-2024-07-01323) - 10	10	10	2025-10-24 #: DR 93357	0	Completed
Specification: None							
2	box of 50's	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms, TM Distribution NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 4	4	4	2025-10-24 #: DR 93357	0	Completed
Specification: None							
3	btls	Ink, Refill, for Permanent Marker, Black, 30mL, PILOT Distribution NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 5	5	5	2025-10-24 #: DR 93357	0	Completed
Specification: None							
4	reams	Paper, Bond, A4, S-20, 70 gsm, COPY ONE Distribution NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 10 NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 10	20	0		20	Undelivered
Specification: bright white, high premium quality							
5	pieces	Pen, Ball, black, PANDA Distribution NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 15	15	15	2025-10-24 #: DR 93357	0	Completed

Specification: None							
6	pieces	Pen, Ball, blue, PANDA Distribution _____ <i>NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 15</i>	15	15	2025-10-24 #: DR 93357	0	Completed
Specification: None							
7	pieces	Pen, Permanent Marker, black, fine tip, PILOT Distribution _____ <i>NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 5</i>	5	5	2025-10-24 #: DR 93357	0	Completed
Specification: None							
8	pcs	Record Book, Big, 500 pages Distribution _____ <i>NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 3</i>	3	3	2025-10-24 #: DR 93357	0	Completed
Specification: None							
9	pieces	Ring Binder, plastic, 12mm, 1/2" black Distribution _____ <i>NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 3</i>	3	3	2025-10-24 #: DR 93357	0	Completed
Specification: None							
10	pcs	Soft Broom (Tambo) 200g minimum, heavy duty Distribution _____ <i>NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 3</i>	3	3	2025-10-24 #: DR 93357	0	Completed
Specification: None							
11	pack	Sticker Paper, high gloss A4 size, 50 sheets/pack, JOJO Distribution _____ <i>NCRC-V c/o Pamela H. Urdaneta (GF-2024-09-01651) - 1</i>	1	0		1	Undelivered
Specification: None							

INSPECTION Date Inspected: <u>10/27/25</u> ☒ Inspected, verified and found in order as to quantity and specifications ☐ Others: _____ _____ _____	ACCEPTANCE Date Recieved: <u>10/27/25</u> ☐ Complete ☒ Partial
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MARK LOUIS L. GARCES
Inspector



DOREEN B. ALBA
Head, Supply & Property Management