

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

## INSPECTION & ACCEPTANCE REPORT

Supplier: **ALVI MARKETING**  
P.O No.: **VSU-GOODS-25-39-400 (TF)**  
Office/Dept: **REB**

IAR No: 25-11-1589  
Date: 2025-11-14  
17,000.00 TF-2025-04-00466

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	unit	Steel Cabinet, 4 drawers with lock, vertical, black	2	2	2025-11-13 #: CI 8911	0	Completed

Specification:  
None

### INSPECTION

### ACCEPTANCE

Date Inspected: 11/14/25

Date Recieved: 11/14/25


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

☒ Complete

☐ Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ Partial

  
**MARK LOUIS L. GARCES**  
Inspector

  
**DOREEN B. ALBA**  
Head, Supply & Property Management