

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **LEYTE PAPERWORLD**
P.O No.: **VSU-GOODS-25-35-322 (TF)**
Office/Dept: **PRCRTC**

IAR No: 25-09-1105
Date: 2025-09-09
15,775.00 TF-2025-03-00304

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	boxes	Paper, Bond, A4, 70 gsm (5 reams/box), IK One	15	15	2025-09-08 #: DR-22314/CI-57078	0	Completed

Specification:

Specifications:

- 70 gsm
- Weight per Box: 12kg
- Product Dimension: A4: 8.5in x 9in x 12.2in
- Color: White
- Works with laser/inkjet printers, copiers, and fax machines.
- Paper rolls are tightly wound and precisely cut for high-quality output.
- Lint-free, bright white paper.
- The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.

2	box of 50's	Pen, Ballpoint, Blue, 0.5mm, Oil Gel Ink, 50pcs/box, Deli Q9 / Lift Amspec / HBW	2	2	2025-09-08 #: DR-22314/CI-57078	0	Completed
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Specification:

Specification:

Line Weight: 0.5mm

Ink Type: Oil gel ink

3	piece	Pen, Sign, Refill, Gel Ink, 0.5mm, Blue, Dong A My Gel, Dong-A	40	40	2025-09-08 #: DR-22314/CI-57078	0	Completed
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Specification:

None

4	pack	"Sign Here" Sticky Notes, HBW / Kei Win	10	10	2025-09-08 #: DR-22314/CI-57078	0	Completed
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Specification:
None

INSPECTION

ACCEPTANCE

Date Inspected: *9/11/25*

Date Recieved: *9/11/25*

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

☒ Complete

☐ Others: _____

☐ Partial

[Signature]
JHONAVEL R. CASTIL
Inspector

[Signature]
DOREEN B. ALBA
Head, Supply & Property Management