

VISAYAS STATE UNIVERSITY | SUPPLY AND PROPERTY MANAGEMENT

Visca, Baybay City, Leyte

INSPECTION & ACCEPTANCE REPORT

Supplier: **HANZ GRAPHICS AND DIGITAL IMAGING CENTER**

IAR No:

25-10-1343A

P.O No: **VSU-GOODS-24-42-264 (STF)**

Office/Dept: **Assorted department/office/center**

Contract Price: **P 26,975.00**

Item No.	DESCRIPTION	Unit	Quantity		Unit Cost	Date Received & DR #	Balance/Remarks
			Per P.O	Actual			
	<i>STF-2023-09-02171 - LDHRAO - Arianne J. Caintic</i>						
1	Sticky Notes for Meta Cards	piece	45	27	150.00	8/22/25 (DR51270)	18
	<i>at least 6" wide & 4" long</i>						
	<i>Assorted Pastel Colors</i>			18	150.00	8/19/25	0
	<i>STF-2023-09-02164 - OHIGP - Josefina L. Soria</i>					51448	
2	Floor Mop, plastic, with handle, heavy duty	pieces	5	5	180.00	12/6/24 (DR 48020)	0
	<i>STF-2024-02-00497 - OHIGP - Joyce Ann N. Dagongdong</i>						
3	Bedsheet, single size, cotton	sets	20	20	200.00	8/22/25 (DR51270)	0
	<i>* 1 fitted sheet, 1 flat sheet, 1 pillow case, plain white</i>						
	<i>36x75 cm</i>						
	<i>STF-2024-02-00503 - OHIGP - Joyce Ann N. Dagongdong</i>						
4	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	0	180.00		5
	<i>STF-2024-02-00506 - OHIGP - Joyce Ann N. Dagongdong</i>						
5	Bath Towel, Big, White, cotton	pcs	10	10	340.00	12/6/24 (DR 48020)	0
	<i>at least 24" x 48"</i>						
	<i>good quality</i>						
	<i>STF-2024-04-01011 - OHIGP - Josefina L. Soria</i>						
6	Golf Umbrella	pcs	5	5	300.00	12/6/24 (DR 48020)	0
	<i>High Quality Golf Umbrella, BIG, Green Color, 30 inches</i>						
	<i>STF-2023-06-00964 - OHIGP - Josefina L. Soria</i>						
7	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	15	15	35.00	8/22/25 (DR51270)	0
	<i>STF-2024-03-00871 - VIHS - Mark John M. Managbanag</i>						
8	Whiteboard, Wall Mount, 3' x 4', w/ aluminum frame	pcs	6	6	1,500.00	12/6/24 (DR 48020)	0
	XX						

INSPECTION Date: 8/20/25

ACCEPTANCE Date: 8/20/25

✓ Inspected, verified and found in order as to quantity and specifications.



Complete



Partial

MARK LOUIS L. GARCES
Inspector

DOREEN B. ALBA
OIC Head, SPM