

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

INSPECTION & ACCEPTANCE REPORT

Supplier: LEYTE PAPERWORLD	IAR No: 25-10-1309
P.O No.: VSU-GOODS-25-35-324 (TF)	Date: 2025-09-30
Office/Dept: ViSERDAC	23,662.00 TF-2025-03-00413

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pack of 10's	Board, Vellum, A4, Canary, 220 gsm, 10 sheets/ pack, Veco / Valiant / Paperwise	12	12	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed

Specification:

- Product: Vellum Board
- Size: 8.25 x 11.75 inches (A4)
- Color: Canary
- Quantity: 10 sheets per pack
- 220 GSM

2	pcs	Broom, Soft (Tambo), Large, Heavy Duty, Baguio	1	1	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
---	-----	--	---	---	---	---	-----------

Specification:

None

3	boxes	Clip, Binder, 1.5", Black, 12 pcs/box, TM / Butterfly	1	1	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
---	-------	---	---	---	---	---	-----------

Specification:

- Extra Large Binder Clips 2-Inch (12pcs/box), Big Paper Clamps for Office Supplies, Black

4	box of 50's	Clip, Paper, Big, Plastic Coated, 100 pcs/box, (55mm) 120 g, Prince	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
5	pcs	Cork Board, Wall Mount, w/ aluminum frame, 3' x 4', Timco / MGK	1	1	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
6	pc	Correction Tape, 8m x 5mm wide, HBW / Superb	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
7	pcs	Desk Tray, Metal, Triple, Black, Dimension: approx. 30 x 25 x 38cm, Timco	1	1	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
8	can	Disinfectant Spray, 340g, Lysol	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
9	pcs	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity, Orocan / Paperwise	1	1	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed

Specification:

None

10	pc	Dust Pan, Plastic, stand-up handle, Large, Black, Paperwise	1	1	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
----	----	---	---	---	---	---	-----------

Specification:

None

11	pcs	Envelope, Expanding, Plastic, Accordion file, w/ 12 pockets, w/ handle (Long), Data Bank	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
----	-----	--	---	---	---	---	-----------

Specification:

None

12	pcs	Envelope, Expanding, Plastic, Long, with Handle, Adventurer	7	7	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
----	-----	---	---	---	---	---	-----------

Specification:

13	packs	Facial Tissue, 3-Ply, 260 Pulls (8pcs per pack), Femme	5	5	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
----	-------	--	---	---	---	---	-----------

Specification:

260 pulls

(8pcs per pack)

14	btls	Glue, Multi-Purpose, White, at least 454g (473mL), Elmer's	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
----	------	--	---	---	---	---	-----------

Specification:

None

15	pcs	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Double), Paperwise	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
16	pad	Note Pad, Sticky, 3" x 4", Assorted Colors, HBW / Kei Win	3	3	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
17	reams	Paper, Bond, A4, S-20, 70 gsm, IK One	15	15	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: bright white, high premium quality							
18	reams	Paper, Bond, A4, S-24, 80 gsm, IK One	10	10	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: bright white, high premium quality							
19	reams	Paper, Bond, Long, S-20, 70 gsm, IK One	15	15	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: bright white, high premium quality							

		Pen, Permanent Marker, black, broad tip, Pilot	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
		Pen, Permanent Marker, blue, broad tip, Pilot	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
22	pc	Stapler, No. 35, Heavy Duty, Max	2	2	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
23	rolls	Tape, Transparent, 24mm x 100m, Crocodile / Armak	1	1	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
24	pack	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black, Generic / TM	10	10	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: None							
25	pc	White Board With Stand Set, MGK / Timco	1	1	2025-09-29 #: DR 22579, 22580, 22581/ CI 57422, 57421, 57423	0	Completed
Specification: • Color Family: White							

Size & Spec.: 900x1200mm

- Material: Dry erase steel + Fiberboard + Dry erase steel + Magnetic Easel Whiteboard
- Double-sided magnetic whiteboard
- 4 casters for quick and easy moving in meetings, locking function to fix the stand when in use.
- Marker and eraser included.

INSPECTION

Date Inspected:

9/30/15

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

☐ Others: _____



MARK LOUIS L. GARCES

Inspector

ACCEPTANCE

Date Received:

9/20/15

☒ Complete

☐ Partial

DOREEN B. ALBA

Head, Supply & Property Management