Republic of the Philippines

VISAYAS STATE UNIVERSITY

Visca, Baybay City, Leyte

SUPPLY & PROPERTY MANAGEMENT

INSPECTION & ACCEPTANCE REPORT

Supplier: N. N. ALCALA STORE

PO-GF-MOOE-2025-09-0670

Office/Dept: BRC

P.O No.:

IAR No:

25-11-1600

Date:

2025-11-13

17,870.00

GF-2024-08-01537

No.	UNIT	DESCRIPTION	Quantity		Date		1
			Per P.O	Actual	Received	Balance	Remarks
1	sets	360° Rotatable Spin Mop with Handle	2	0		0	Waived

Specification:

- spin-dry bucket with 1 pc microfiber mop head
- · 360 degrees rotating mop head
- · polypropylene plastic (mop bucket)
- · stainless steel mop handle
- · with water outlet
- with separate tanks for freshwater and wastewater
- dimension: at least L 47.5 x W 26 x H 24.5 cm

2	btls	Alcohol, Ethyl, 70% solution, 500mL	7	7	2025-11-12	
	and Fraction,	The strong Larys, 1070 Soldaton, South	/	,	#: DR 10107	 Completed

Specification:

- 70% (±2) v/v Ethanol (Ethyl Alcohol)
- Volume (min.): 500ml
- · Colorless clear liquid
- · Cap: Flip-top/pull-up/twist cap
- Scented
- Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle

1	1	2025-11-12 #: DR 10107	0	Completed
	1	1 1	1 1 1 1 1	1 1 1 1 1 1 0

· at least 30mL

6	Specific	Ink, Refill, for Whiteboard Marker, Black, 30mL	3	3				
	•				#: DR 10107	0	Completed	
		30mL						
	Box of 100's	Paper Clips Small Vinyl (33MM)	10	10	2025-11-12 #: DR 10107	0	Completed	
-	100's	Paper Clips Small Vinyl (50mm)	10	10	2025-11-12 #: DR 10107	0	Completed	
	Offer: BIG							
-	reams	Paper, Bond, A4, S-20, 70 gsm	15	15	2025-11-12 #: DR 10107	0	Completed	
 500 sheets/ream lint-free, bright white paper acid-free manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified 								
	reams	Paper, Bond, A4, S-24, 80 gsm	26	0		26	Undelivered	
 500 sheets/ream lint-free, bright white paper acid-free manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified 								
	• li • a • n	int-free, bright white paper acid-free nanufacturer should be ISO 9001:2015 (Quality Manage	ement System	and 14004:2	015 (Environme	ental Ma	ınagement	
_	• li • a • n S	int-free, bright white paper acid-free nanufacturer should be ISO 9001:2015 (Quality Manage Bystem) certified Paper, Bond, Long, S-24, 80 gsm	ement System 5	and 14004:2 5	2025-11-12 #: DR 10107	ental Ma	enagement Completed	
_	eams ecifica in solution	int-free, bright white paper acid-free nanufacturer should be ISO 9001:2015 (Quality Manage Bystem) certified Paper, Bond, Long, S-24, 80 gsm	5	5	2025-11-12 #: DR 10107	0	Completed	
Spe	eams ecifica 55 lir	int-free, bright white paper acid-free manufacturer should be ISO 9001:2015 (Quality Manage Bystem) certified Paper, Bond, Long, S-24, 80 gsm Ition: 00 sheets/ream mt-free, bright white paper cid-free manufacturer should be ISO 9001:2015 (Quality Manage)	5	5	2025-11-12 #: DR 10107	0	Completed	
Sp.	eams ecifica in so ecifica for eams pecifica for eams for eams pecifica for eams for eams	int-free, bright white paper acid-free manufacturer should be ISO 9001:2015 (Quality Manage System) certified Paper, Bond, Long, S-24, 80 gsm tion: 00 sheets/ream int-free, bright white paper cid-free manufacturer should be ISO 9001:2015 (Quality Manage ystem) certified	5 ment System a	5 and 14004:20	2025-11-12 #: DR 10107	0 ental Mar	Completed	
11 11 12 pir	ecifica ceams cecifica from SS from	int-free, bright white paper acid-free manufacturer should be ISO 9001:2015 (Quality Manage System) certified Paper, Bond, Long, S-24, 80 gsm tion: 00 sheets/ream mt-free, bright white paper cid-free manufacturer should be ISO 9001:2015 (Quality Manage ystem) certified Pen, Pentel Pen, Fine blue & black	5 ment System a	5 and 14004:20	2025-11-12 #: DR 10107 015 (Environme 2025-11-12 #: DR 10107 2025-11-12	0 ental Mar 0	Completed	

	0.5 x 1.7					
15	packs Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	20	20	2025-11-12 #: DR 10107	0	Completed
INSF	PECTION	ACCE	PTANCE			
Date	Inspected: 11 13 25 Inspected, verified and found in order as to quantity and specifications Others:	Date R	Recieved:	Complete Partial		
	MARK LOUIS L. GARCES Inspector	Head,	DOREE Supply &	N B. ALBA Property Manage	ment	