

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

## INSPECTION & ACCEPTANCE REPORT

Supplier: **SHIFT TECH TRADING INC.**  
P.O No.: **PO-GF-MOOE-2025-07-0415**  
Office/Dept: **IAS**

IAR No: 25-08-1005  
Date: 2025-08-13  
700.00 GF-2025-02-00137

| No. | UNIT | DESCRIPTION           | Quantity |        | Date Received            | Balance | Remarks   |
|-----|------|-----------------------|----------|--------|--------------------------|---------|-----------|
|     |      |                       | Per P.O  | Actual |                          |         |           |
| 1   | pcs  | Computer Keyboard USB | 2        | 2      | 2025-08-12<br>#: CI-1027 | 0       | Completed |

**Specification:**

- **Type:** Standard Keyboard with 104 Keys
- **Connection:** USB
- **Key Caps:** Low profile
- **Key Noise:** Minimum
- **Key Layout:** Laser printed
- **Design:** Spill resistant

**INSPECTION**

Date Inspected: 8/13/25

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

☐ Others: \_\_\_\_\_

**JUDE B. ROLA**  
Inspector

**ACCEPTANCE**

Date Recieved: 8/13/25

☒ Complete

☐ Partial

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