

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-25-35-321 (TF)**  
Office/Dept: **DOH**

IAR No: 25-09-1104  
Date: 2025-09-09  
**3,025.00** TF-2025-04-00560

| No.                                                                                                                                                                                                                                                                 | UNIT   | DESCRIPTION                                                        | Quantity |            | Date Received                      | Balance | Remarks   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------|----------|------------|------------------------------------|---------|-----------|
|                                                                                                                                                                                                                                                                     |        |                                                                    | Per P.O  | Actual     |                                    |         |           |
| 1                                                                                                                                                                                                                                                                   | pc     | Envelope, Documentary, Brown, 150 lbs, Long, Nappco / Consolidated | 100      | 100        | 2025-09-08<br>#: DR-22313/CI-57080 | 0       | Completed |
| Specification:<br>None                                                                                                                                                                                                                                              |        |                                                                    |          |            |                                    |         |           |
| 2                                                                                                                                                                                                                                                                   | pieces | Notebook, Ordinary, 60 leaves, 60gsm, Consolidated                 | 100      | 100        | 2025-09-08<br>#: DR-22313/CI-57080 | 0       | Completed |
| Specification:<br>None                                                                                                                                                                                                                                              |        |                                                                    |          |            |                                    |         |           |
| 3                                                                                                                                                                                                                                                                   | pack   | Paper, Photo, Matte finish, 146 gsm, 10 shts/pack, Jojo            | 5        | 5          | 2025-09-08<br>#: DR-22313/CI-57080 | 0       | Completed |
| Specification:<br>None                                                                                                                                                                                                                                              |        |                                                                    |          |            |                                    |         |           |
| 4                                                                                                                                                                                                                                                                   | pack   | Paper, Specialty, Vellum, A4, 220 gsm , Veco / Valiant / Paperwise | 10       | 10         | 2025-09-08<br>#: DR-22313/CI-57080 | 0       | Completed |
| Specification:<br><ul style="list-style-type: none"> <li>A4 size</li> <li>220 gsm</li> <li>White or Pale Cream Color</li> <li>Ideal use for your printing needs, in special occasion / program sheets and creative applications</li> <li>20 pcs per pack</li> </ul> |        |                                                                    |          |            |                                    |         |           |
| INSPECTION                                                                                                                                                                                                                                                          |        |                                                                    |          | ACCEPTANCE |                                    |         |           |