

## INSPECTION & ACCEPTANCE REPORT

IAR No: 25-10-1320  
Date: 2025-09-30  
**24,387.00** TF-2025-04-0046

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	btls	Alchol, Isopropyl, 70% solution, 500mL, pump type, Bestlab	4	4	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
2	pc	Envelope, Document, Brown, 150 lbs, Short, Nappco / Consolidated	100	100	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
3	pc	Envelope, Expanding, Plastic, Long, Anda / Adventurer	50	50	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
4	pc	Envelope, Expanding, with garter tie, golden yellow, short, PX	50	50	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
5	pc	Eraser, whiteboard, magnetic flannel, D' Expertise	2	0		2	Undelivered
Specification: None							
6	boxes	Fastener, Paper, non-rust metal, 50 sets/box, Prince	3	3	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							

	piece	Folder, File, Long, 14pts, White, System / Coby	30	30	2025-09-29 #: DR 22588, 22589	0	Completed
<b>Specification:</b> None							
8	piece	Folder, File, Short, 14pts, White, System / Coby	100	100	2025-09-29 #: DR 22588, 22589	0	Completed
<b>Specification:</b> None							
9	pcs	Magnetic Whiteboard with Aluminum Stand, Timco	1	0		1	Undelivered
<b>Specification:</b>  Specifications: <ul style="list-style-type: none"> <li>• Dimension: 4 x 8 ft.</li> <li>• with aluminum stand</li> <li>• with eraser and pen holder</li> <li>• with roller and stopper</li> </ul>							
10	boxes	Paper, Bond, A4, 70 gsm (5 reams/box), IK One	5	0		5	Undelivered
<b>Specification:</b>  Specifications: <ul style="list-style-type: none"> <li>• 70 gsm</li> <li>• Weight per Box: 12kg</li> <li>• Product Dimension: A4: 8.5in x 9in x 12.2in</li> <li>• Color: White</li> <li>• Works with laser/inkjet printers, copiers, and fax machines.</li> <li>• Paper rolls are tightly wound and precisely cut for high-quality output.</li> <li>• Lint-free, bright white paper.</li> <li>• The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality</li> </ul>							
11	pcs	Pen, Sign, Gel Ink, 0.5mm, Blue, Dong-A	12	12	2025-09-29 #: DR 22588, 22589	0	Completed
<b>Specification:</b> None							
12	pieces	Pen, Whiteboard Marker, Blue, Pilot	5	5	2025-09-29 #: DR 22588, 22589	0	Completed
<b>Specification:</b> None							
13	pieces	Puncher, 2 holes, heavy duty, Carl	1	1	2025-09-29 #: DR 22588, 22589	0	Completed

ification:

Line

pc	Stapler, No. 35, Heavy Duty, Max	1	1	2025-09-29 #: DR 22588, 22589	0	Completed
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Specification:

None

15	pcs	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame, Timco	1	0	1	Undelivered
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Specification:

None

INSPECTION

ACCEPTANCE

9/20/25

Date Inspected:

9/13/25

Date Recieved:

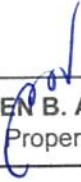
☒ Inspected, verified and found in order  
as to quantity and specifications

☐ Complete

☐ Others: \_\_\_\_\_

☒ Partial

  
**MARK LOUIS L. GARCES**  
Inspector

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