

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **N. N. ALCALA STORE** IAR No: 25-11-1500
P.O No.: **PO-GF-MOOE-2025-09-0674** Date: 2025-10-23
Office/Dept: **NCRC-V** 1,728.00 GF-2025-08-01048

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	boxes	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	1	1	2025-10-22 #: DR 10091	0	Completed
Specification: <ul style="list-style-type: none">• vinyl/plastic coated• size: 50mm• assorted colors• 100 pcs/box							
2	reams	Paper, Bond, A4, S-24, 80 gsm	5	5	2025-10-22 #: DR 10091	0	Completed
Specification: <ul style="list-style-type: none">• 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							
3	pcs	Stapler, HD No.35	1	1	2025-10-22 #: DR 10091	0	Completed
Offer: KANGAROO							
4	rolls	Wax Paper, at least 23m x 30cm	1	1	2025-10-22 #: DR 10091	0	Completed
Offer: 10 M							
INSPECTION				ACCEPTANCE			

Date Inspected:

10/23/25

Date Received:

10/23/25

☒ 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