

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

INSPECTION & ACCEPTANCE REPORT

Supplier:	HANZ GRAPHICS AND DIGITAL IMAGING CENTER	IAR No:	25-11-1430
P.O No.:	VSU-GOODS-25-35-303 (TF)	Date:	2025-10-07
Office/Dept:	AccO	8,955.00	TF-2025-04-00548

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	boxes	Fastener, Paper, plastic, 50 sets/box	15	15	2025-09-19 #: DR-51559	0	Completed
Specification: None							
2	unit	File Tray (Office Organizer), 4 Layer	4	4	2025-09-19 #: DR-51559	0	Completed
Specification:							
3	pieces	Folding, push cart large, metal, heavy duty, 500 kg capacity	1	1	2025-10-06 #: DR 51801	0	Completed
Specification:							
4	pc	Plastic Straw Rope, Heavy Duty, at least 200m, Flat Film Packing Rope for Cardboard Boxes	10	10	2025-09-19 #: DR-51559	0	Completed
Specification: None							
5	pack of 100's	Time Card for COMIX Time Recorder machine	5	0		5	Undelivered
Specification: <ul style="list-style-type: none"> • Dimension: 86.36 x 190.5mm (3.4 x 7.5 inches) • Material: Paper, 100 pcs/pack • Color: Red or Blue 							
INSPECTION				ACCEPTANCE			

Date Inspected:

10/1/25

Date Recieved:

10/2/25

☒ 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