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:

P.O No.: Office/Dept: Guesthouse

VSU-GOODS-25-35-299 (IGP)

430,831.00

Date:

2025-10-07 IGP-2025-02-00163

25-11-1436

No.	UNIT	DESCRIPTION	Qua	ntity	Date	Balance	Remarks
			Per P.O	Actual	Received		
1	рс	Airpot, Automatic	3	1	2025-10-06 #: DR 51679		Lacking

Specification:

· Capacity: 5.0 liters

· Inner Pot Material: Stainless steel

- · Features:
 - Auto keep warm system
 - Reboiling function that reduces chlorine
 - Thermal fuse protected motor
 - o 360° rotating base
 - 2-way dispense: auto pump and cup dispense

2	рс	Broom, (Tingting), Large, Heavy Duty with long handle	5	5	2025-10-06 #: DR 51679	0	Completed
	Specific None	cation:	· · · · · · · · · · · · · · · · · · ·	d	1		
3	boxes	Black, 12 pcs/box	10	10	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
	Specific None	ation:			Water consumer of the second		The second secon
4		Coffee/tea mug with handle and teaspoon with cup saucer	100	100	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
-	Specific	ation:	-			-	
5	packs	Detergent Soap Powder with Antibacterial, 500g	100	100	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
	Specific None	ation:	ulter bereiten besteut ja	leanne and a second		**********	J.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

6	gal	Disinfectant Cleaner, multi-surface, scented	T	T			
	Specific	The state of the s	3	0		3	Undelivered
	None	auon.					
the same	T			7	-	-	The second second
7	pieces	Disposable Aluminum Foil Rectangular Tray, approx. 32 x 26 cm	250	250	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
	Specific	ation:			,51505		
	Multi fur	nctional 32 x 26 cm disposable aluminum rectangular tr	ay				
8	Packs	approx 100 pcs. per pack	50	50	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
,	Specific None	ation:					
9	packs	Disposable paper cup, approx. 12 oz. cap., 50 pcs/pack	1000	1000	2025-10-06 #: DR 51679	0	Completed
	Specifica None	ation:	On the contract of the contrac	***************************************			
10	packs	Disposable paper cups, approx 8 oz cap., 50 pcs. per pack	1000	1000	2025-10-06 #: DR 51679	0	Completed
11	packs	Disposable paper plate, approx. 9 inches, at least 50 pcs. per pack	1000	400	2025-09-19 #: DR- 51589,51567	600	Lacking
	pecifica	ation:			,51569	in a Management of the	
-	None				2711-22-2-2-2-2-2		
12		Drinking Glass Cup Glassware, 6 pcs/set	100	96	2025-10-06 #: DR 51679	4	Lacking
	pecifica ?6 pcs/si ?High qu ?Clear ?230 ml						
13	gallon	Fabric Conditioner, 4L, any scent	12	0	T	12	Undelivered
	pecifica	ition:					37767767
S	None						
S 4	boxes	Fastener, Paper, plastic, 50 sets/box	4	4	2025-10-06 #: DR 51679	0	Completed
S 14	T		4	4		0	Completed
S 14	boxes F		50	37		13	Completed

16		s Foil, Aluminum, 16m x 30cm (approx. 260g)	10	10	2025-09-19 #: DR- 51589,51567 ,51569		Completed
	Specifi None	cation:			The state of the s		
17		Hand Towel, cloth, cotton, 12 pcs/pack	5	5	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
-	Specific None	cation:					***************************************
18	btl	Ink, for Brother DCP-T720DW Printer, Black, BTD60BK	24	24	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
		Suitable for Brother DCP-T720DW Ink type: BTD60BK				1	and an account of the second
19	btls Specific	Ink, for Brother DCP-T720DW Printer, Magenta, BT5000	12	12	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
	•	Suitable for Brother DCP-T720DW Ink type: Color Magenta BT5000					
20		Ink, for Brother DCP-T720DW Printer, Yellow, BT5000	12	12	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
S		ation: Suitable for Brother DCP-T720DW Ink type: Color Yellow BT5000					4
21	piece I	KN95 face mask	25	25	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
_	pecifica	ation:			,01003		
	None			-			7
1		Meat Crates, Plastic, 52 x 37 x 32 cm.	10	10	2025-10-06	0	Completed
22	pieces pecifica		10	10	2025-10-06 #: DR 51679	0	Completed
22 Sp p	pieces pecifica plastic, 5	Microwaveable Food Grade Rectangular Plastic Container with Lid, approx. 300 mL/pc,	100	0	2025-10-06 #: DR 51679	100	Completed

24		Microwaveable Food Grade RectangularPlastic S Container with Lid, approx. 500 mL/pc,10 pcs/pack	100	100	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
		cation: vaveable food grade rectangular plastic container for take	e out, approx	. 500 ml cap.	, 10 pcs per pac	k	
25		Mixing Bowl, 1.5L capacity	10	10	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
	Specific	cation:				-	
26		Mixing Bowl, 2.0L capacity	10	10	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
S	pecific	cation:			ark sastrona v sassenska		L
27		Mop Rug, Heavy Duty, 100% cotton	5	5	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
	pecific None	ation:				-	
28	pieces	Paper Meal Box, 3 compartments	2000	0		2222	T
	pecific		2000	J 0		2000	Undelivered
1	Vone						
29	pack	Plastic Bag (sando bag), Large, 100pcs/pack	10	10	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
	pecifica None	ation:			101003		
The same of	gradi a test	Rubber Sponge, Round			-		
Terrane and	pecifica		12	0		12	Undelivered
	lone						
31		Soap, Detergent, Liquid, 1 gal, any scent	10	10	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
	ecifica one	tion:					
		Teaspoon, stainless steel, 6 pcs/set	100	100	2025-09-19 #: DR- 51589,51567	0	Completed
Sp	ecifica	tion:		-	,51569		
?5	Spcs/se Stainles Mirror fir	s steel					

33	packs	pcs/pack	25	25	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
'	Specific	ation:	ACCORDING TO STATE OF THE PARTY		101005		1
-	None						
34	piece	Tray, for Lechon, Wooden	2	2	2025-09-19 #: DR- 51589,51567 ,51569	0	Completed
-	pieces pecifica		30	0		30	Undelivered
	PHeight -	Square	-				*
INSPI	ECTION		ACCEF	PTANCE			
Date I	nspecte	nspected, verified and found in order	Date R	ecieved:	10/8/26		
	_ 6	as to quantity and specifications		0	Complete		
		Others:	-	•	Partial		
		Atti	-		/		
	M	IARK LOUIS L. GARCES Inspector	Head, S	DOREE Supply & P	N B. ALBA roperty Manager	nent	