

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **N. N. ALCALA STORE**
P.O No.: **PO-TF-2025-07-0491-A**
Office/Dept: **AccO**

IAR No: 25-09-1133
Date: 2025-09-11
62,000.00 TF-2025-04-00547

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pieces	Block-out Roll-Up Roller Shade, 71" (W) x 76" (H)	8	8	2025-09-10 #: DR-10069	0	Completed

Specification:
None

2	pc	Office chair with arm rest, durable leather seat	10	0		10	Undelivered
---	----	---	----	---	--	----	--------------------

Specification:
None

INSPECTION

ACCEPTANCE

Date Inspected: 9/11/25

Date Received: 9/11/25

☒ 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