

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **LEYTE PAPERWORLD**
P.O No.: **VSU-GOODS-25-29-118 (TF)**
Office/Dept: **PCC**

IAR No: **25-11-1446**
Date: **2025-10-13**
31,091.00 **TF-2024-11-03225**

| No. | UNIT | DESCRIPTION | Quantity | | Date Received | Balance | Remarks |
|--|---------|--|----------|--------|---------------------------------|---------|-----------|
| | | | Per P.O | Actual | | | |
| 1 | gallons | Alcohol, Ethyl, 70% solution, 1 gallon, BESTLAB | 5 | 5 | 2025-09-19 #: DR-22648,22530 | 0 | Completed |
| Specification: None | | | | | | | |
| 2 | drum | Chlorine Granules 70% 1 drum, 40KG, SUPER CHLOR | 1 | 1 | 2025-09-19 #: DR-22648,22530 | 0 | Completed |
| Specification: <ul style="list-style-type: none"> High solubility : 90% or above dissolve within 3 minutes. White granular compound containing as the principal ingredient, more than 65% calcium hypochlorite Ca (ClO) | | | | | | | |
| 3 | pcs | Correction Tape, at least 10 meters, HBW | 9 | 9 | 2025-09-19 #: DR-22648,22530 | 0 | Completed |
| Specification: None | | | | | | | |
| 4 | boxes | Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLACK, MY GEL | 1 | 1 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: None | | | | | | | |
| 5 | boxes | Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE, MY GEL | 3 | 3 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: None | | | | | | | |
| 6 | pc | Envelope, Expanding, with garter tie, blue, long, PHOENIX | 40 | 40 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: None | | | | | | | |
| 7 | pcs | Folder, Expanded, Long (Light Blue), VECO | 20 | 20 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |

| | | | | | | | |
|--|-------------|---|----|----|---|---|-----------|
| Specification: None | | | | | | | |
| 8 | piece | Folder, File, Long, 14pts, White, SYSTEM | 20 | 20 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: None | | | | | | | |
| 9 | boxes | Magazine/Data File Box, Horizontal, Legal Size (Single), Color Blue/Royal Blue, PAPERWISE | 40 | 40 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: | | | | | | | |
| 10 | rolls | Nylon Cord/Wonder Cord, 4mm Approx. 36 yds. | 5 | 5 | 2025-10-10 #: DR 22684, CI 57554, 57555, 57556 | 0 | Completed |
| Specification: • Color: Blue/Dark Blue | | | | | | | |
| 11 | box of 50's | PEN BALL POINT 0.7MM BLACK 50PCS PACK, FABER CASTELL | 1 | 1 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: • Material: Plastic • Weight: 339g • Pen Dimensions: 11cm Package include: 50pcs/Box | | | | | | | |
| 12 | pack | Paper Board, 180gsm White LONG, 50sheets per packs, VECO | 5 | 5 | 2025-09-19 #: DR-22648,22530 | 0 | Completed |
| Specification: None | | | | | | | |
| 13 | Box of 12's | Pencil, #2, Medium, Yellow, 12pcs/box, MONGOL | 2 | 2 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: ?Attr: Pencil Medium #2 with black lead ?Color: Yellow ?Packaging Size: 12 pencils per box | | | | | | | |
| 14 | tubes | Soap, Dishwashing Paste 400g, SMART | 10 | 10 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: • Scent: Lemon/ Kalamansi | | | | | | | |
| 15 | Sachet | Soap, Hand, 60g per pack, SAFEGUARD | 12 | 12 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: | | | | | | | |

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|--|-------|---|----|----|---------------------------------|---|-----------|
| None | | | | | | | |
| 16 | boxes | Staple Wire #35, 26/6 Leg length, 6mm (1/4"), 5,000 staples/pieces, MAX | 5 | 5 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: None | | | | | | | |
| 17 | packs | Stick Glossy Photo Paper Sticker 135gsm, A4 size, JOJO | 20 | 20 | 2025-09-19 #: DR-22648,22530 | 0 | Completed |
| Specification: <ul style="list-style-type: none"> Suitable for all inkjet printers Highly water resistant Brilliant image quality 20sheets per pack | | | | | | | |
| 18 | rolls | Tape, Masking, 1" x 25 yards, ARMAK | 4 | 4 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: None | | | | | | | |
| 19 | rolls | Tape, Masking, 2" x 25 yards, ARMAK | 8 | 8 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: None | | | | | | | |
| 20 | rolls | Tape, Packaging, 2" x 100 yards, Tan, ARMAK | 3 | 3 | 2025-09-08 #: DR-22301,22302 | 0 | Completed |
| Specification: None | | | | | | | |

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| INSPECTION Date Inspected: <u>10/13/25</u> <input checked="" type="checkbox"/> Inspected, verified and found in order as to quantity and specifications <input type="checkbox"/> Others: _____ _____ _____ <div style="text-align: center; margin-top: 20px;"> MARK LOUIS L. GARCES Inspector </div> | ACCEPTANCE Date Recieved: <u>10/13/25</u> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="radio"/> Complete <input type="radio"/> Partial </div> </div> <div style="text-align: center; margin-top: 20px;"> DOREEN B. ALBA Head, Supply & Property Management </div> |
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