

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

## INSPECTION & ACCEPTANCE REPORT

Supplier: **PALM PHOTO AND PRINTSHOP**  
P.O No.: **PO-STF-2025-09-0621**  
Office/Dept: **IHK**

IAR No: 25-11-1467  
Date: 2025-09-25  
**15,000.00** STF-2025-07-00830

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pc	Cup 24", with customized metal Plate	5	5	2025-09-24 #: CI 0577	0	Completed

**Specification:**

**INSPECTION**

Date Inspected:

9/25/25

☒ Inspected, verified and found in order  
as to quantity and specifications

☐ Others: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MARK LOUIS L. GARCES**

Inspector

**ACCEPTANCE**

Date Recieved:

9/25/25

☒ Complete

☐ Partial

**DOREEN B. ALBA**

Head, Supply & Property Management