

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

INSPECTION & ACCEPTANCE REPORT

Supplier: **N. N. ALCALA STORE**

IAR No: 25-09-1073

P.O No.: **PO-TF-2025-07-0486**

Date: 2025-09-01

Office/Dept: **DBM**

7,940.00

TF-2025-05-00637

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pcs	Cartolina, US, Light Blue, at least 160gsm	5	5	2025-08-28 #: DR-10061	0	Completed
Offer: ORDINARY							
2	pcs	Cartolina, US, Light Green, at least 160gsm	5	5	2025-08-28 #: DR-10061	0	Completed
Offer: ORDINARY							
3	pcs	Cartolina, US, Neon Pink, at least 160gsm	5	5	2025-08-28 #: DR-10061	0	Completed
Offer: ORDINARY							
4	box of 50's	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	10	10	2025-08-28 #: DR-10061	0	Completed
Offer: 50 MM 70 PCS							
5	pc	Envelope, Documentary, Brown, 150 lbs, Long	30	30	2025-08-28 #: DR-10061	0	Completed
6	reams	Paper, Bond, A4, S-24, 80 gsm	20	20	2025-08-28 #: DR-10061	0	Completed
Specification: bright white, high premium quality							
7	pieces	Pen, Permanent Marker, blue, fine tip	20	20	2025-08-28 #: DR-10061	0	Completed
8	rolls	Scotch Tape 1 inch x 100 meters	2	2	2025-08-28 #: DR-10061	0	Completed

9	pack of 10's	Vellum Board, Canary, A4, 220 GSM, 10 sheets per pack	30	30	2025-08-28 #: DR-10061	0	Completed
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Offer:

WHITE/CREAM 230 GSM

INSPECTION	ACCEPTANCE
Date Inspected: <i>alshy</i> ☐ Inspected, verified and found in order as to quantity and specifications ☐ Others: _____ _____ _____ <i>[Signature]</i> JHONAVEL R. CASTIL Inspector	Date Recieved: ☒ Complete ☐ Partial <i>[Signature]</i> DOREEN B. ALBA <i>alshy</i> Head, Supply & Property Management