

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-2025-09-0627**
Office/Dept: **IHK**

IAR No: 25-10-1404
Date: 2025-10-13
361,400.00 STF-2025-07-00830

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pc	Cup 26", with customized metal Plate	2	2	2025-10-10 #: CI 0575	0	Completed
2	pc	Cup, 20", with customized metal plate	5	5	2025-10-10 #: CI 0575	0	Completed
3	pc	Cup, 22", with customized metal plate	5	5	2025-10-10 #: CI 0575	0	Completed
4	pc	Cups, 14" with customized metal plate	55	55	2025-10-10 #: CI 0575	0	Completed
5	pc	Cups, 16", with customized metal plate	55	55	2025-10-10 #: CI 0575	0	Completed
6	pc	Cups, 18", with customized metal plate	55	55	2025-10-10 #: CI 0575	0	Completed

INSPECTION

Date Inspected:

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

☐ Others: _____

MARK LOUIS L. GARCES
Inspector

ACCEPTANCE

Date Received:

☒ Complete

☐ Partial

DOREEN B. ALBA
Head, Supply & Property Management