

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-25-29-105 (STF)**
Office/Dept: **PO**

IAR No: 25-11-1445
Date: 2025-10-13
8,998.00 GF-2024-07-01423

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pcs	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole, Tornado	2	2	2025-10-10 #: DR 22686/ CI 57558	0	Completed

Specification:
None

2	pc	White Board With Stand Set, TIMCO	1	1	2025-10-10 #: DR 22686/ CI 57558	0	Completed
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Specification:

- Color Family: White
- Size & Spec.: 900×1200mm
- Material: Dry erase steel + Fiberboard + Dry erase steel + Magnetic Easel Whiteboard
- Double-sided magnetic whiteboard
- 4 casters for quick and easy moving in meetings, locking function to fix the stand when in use.
- Marker and eraser included.

INSPECTION

Date Inspected:

10/13/25

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

☐ Others: _____


ACCEPTANCE

Date Received:

10/13/25

☒ Complete

☐ Partial


MARK LOUIS L. GARCES
Inspector


DOREEN B. ALBA
Head, Supply & Property Management