

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-25-35-314 (TF)
Office/Dept: REB

IAR No: 25-11-1457
Date: 2025-10-14
24,387.00 TF-2025-04-00466

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	btls	Alchol, Isopropyl, 70% solution, 500mL, pump type, Bestlab	4	4	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
2	pc	Envelope, Document, Brown, 150 lbs, Short, Nappco / Consolidated	100	100	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
3	pc	Envelope, Expanding, Plastic, Long, Anda / Adventurer	50	50	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
4	pc	Envelope, Expanding, with garter tie, golden yellow, short, PX	50	50	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
5	pc	Eraser, whiteboard, magnetic flannel, D' Expertise	2	2	2025-10-13 #: DR 22690, 22667	0	Completed
Specification: None							
6	boxes	Fastener, Paper, non-rust metal, 50 sets/box, Prince	3	3	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							

7	piece	Folder, File, Long, 14pts, White, System / Coby	30	30	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
8	piece	Folder, File, Short, 14pts, White, System / Coby	100	100	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
9	pcs	Magnetic Whiteboard with Aluminum Stand, Timco	1	1	2025-10-13 #: DR 22690, 22667	0	Completed
Specification: Specifications: • Dimension: 4 x 8 ft. • with aluminum stand • with eraser and pen holder • with roller and stopper							
10	boxes	Paper, Bond, A4, 70 gsm (5 reams/box), IK One	5	5	2025-10-13 #: DR 22690, 22667	0	Completed
Specification: Specifications: • 70 gsm • Weight per Box: 12kg • Product Dimension: A4: 8.5in x 9in x 12.2in • Color: White • Works with laser/inkjet printers, copiers, and fax machines. • Paper rolls are tightly wound and precisely cut for high-quality output. • Lint-free, bright white paper. • The acid-free paper also prevents printing and copier sheets from yellowing over time to ensure long-lasting archival quality.							
11	pcs	Pen, Sign, Gel Ink, 0.5mm, Blue, Dong-A	12	12	2025-09-29 #: DR 22588, 22589	0	Completed
Specification: None							
12	pieces	Pen, Whiteboard Marker, Blue, Pilot	5	5	2025-09-29 #: DR 22588, 22589	0	Completed
Specification:							

None

13	pieces	Puncher, 2 holes, heavy duty, Carl	1	1	2025-09-29 #: DR 22588, 22589	0	Completed
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Specification:

14	pc	Stapler, No. 35, Heavy Duty, Max	1	1	2025-09-29 #: DR 22588, 22589	0	Completed
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Specification:

15	pcs	Whiteboard, Wall Mount, 4' x 8', w/ aluminum frame, Timco	1	1	2025-10-13 #: DR 22690, 22667	0	Completed
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Specification:

INSPECTION

Date Inspected:

10/17/25

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

☐ Others: _____

ACCEPTANCE

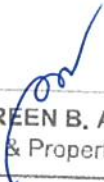
Date Received:

10/17/25

☐ Complete

☒ Partial


MARK LOUIS L. GARCÉS
Inspector


DOREEN B. ALBA
Head, Supply & Property Management