

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

## INSPECTION & ACCEPTANCE REPORT

Supplier: **N. N. ALCALA STORE**  
P.O No.: **PO-GF-MOOE-2025-09-0677**  
Office/Dept: **NCRC-V**

IAR No: 25-11-1501  
Date: 2025-10-23  
**4,266.00** GF-2025-08-01130

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	reams	Paper, Bond, A4, S-20, 70 gsm	10	10	2025-10-22 #: DR 10098	0	Completed
<b>Specification:</b> <ul style="list-style-type: none"><li>• 500 sheets/ream</li><li>• lint-free, bright white paper</li><li>• acid-free</li><li>• manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified</li></ul>							
2	reams	Paper, Bond, Long, S-20, 70 gsm	5	5	2025-10-22 #: DR 10098	0	Completed
<b>Specification:</b> <ul style="list-style-type: none"><li>• 500 sheets/ream</li><li>• lint-free, bright white paper</li><li>• acid-free</li><li>• manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified</li></ul>							
3	reams	Paper, Bond, Short, S-20, 70 gsm	3	3	2025-10-22 #: DR 10098	0	Completed
<b>Specification:</b> <ul style="list-style-type: none"><li>• 500 sheets/ream</li><li>• lint-free, bright white paper</li><li>• acid-free</li><li>• manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified</li></ul>							
4	pieces	Pen, Ball, blue	12	12	2025-10-22 #: DR 10098	0	Completed
INSPECTION				ACCEPTANCE			

Date Inspected:

10/23/25

Date Recieved:

10/23/25

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

☒ Complete

☐ Others: \_\_\_\_\_

☐ Partial

\_\_\_\_\_

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**MARK LOUIS L. GARCES**

Inspector



**DOREEN B. ALBA**

Head, Supply & Property Management