

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

INSPECTION & ACCEPTANCE REPORT

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

IAR No: 25-10-1412

P.O No.: **PO-TF-2025-09-0693**

Date: 2025-10-14

Office/Dept: **DCST**

2,600.00

TF-2025-04-00505

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	box of 50's	Ballpen 50 Pieces, Blue	1	1	2025-10-13 #: DR 10081	0	Completed
Offer: ENICE							
2	pieces	Data Filer, Big size, Legal	2	2	2025-10-13 #: DR 10081	0	Completed
Offer: BOX FILLEX DOUBLE							
3	pcs	Pen, Permanent Marker, black, fine tip	20	20	2025-10-13 #: DR 10081	0	Completed
Specification: • bullet tip • xylene free • refillable							
4	pcs	Stapler, HD No.35	1	1	2025-10-13 #: DR 10081	0	Completed
Offer: KANGAROO							
INSPECTION				ACCEPTANCE			

Date Inspected:

10/14/25

Date Recieved:

10/14/25

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

☒ Complete

☐ Others: _____

☐ Partial



MARK LOUIS L. GARCES
Inspector



DOREEN B. ALBA
Head, Supply & Property Management