

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



## INSPECTION & ACCEPTANCE REPORT

Supplier: **BAYBAY PRINTSHOP** IAR No: 25-10-1288  
P.O No.: **VSU-GOODS-25-25-161 (GF)** Date: 2025-10-06  
Office/Dept: **DTE** 11,841.00 GF-2024-10-02428

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pieces	Paper shredder machine, heavy duty, ADMIRAL	1	1	2025-10-03 #: REF. NO. 251003	0	Completed

**Specification:**

- **Shred Type:** Cross Cut
- **Maximum Sheet Capacity (70 gsm):** 10 sheets
- **Waste Container Capacity:** 21 liters
- **Power Source:** 220 - 240 VAC

INSPECTION	ACCEPTANCE
Date Inspected: 10/6/25	Date Recieved: 10/6/25
<input checked="" type="checkbox"/> Inspected, verified and found in order as to quantity and specifications	<input checked="" type="radio"/> Complete
<input type="checkbox"/> Others: _____	<input type="radio"/> Partial
_____	
_____	
	
<b>MARK LOUIS L. GARCES</b> Inspector	<b>DOREEN B. ALBA</b> Head, Supply & Property Management