

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-STF-2025-06-0326**
Office/Dept: **DPM**

IAR No: 25-07-0807
Date: 2025-07-02
1,350.00 STF-2025-02-00196

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	boxes	A4 Bond Paper, 70 GSM (5 reams/box)	1	1	2025-07-01 #: DR-8397	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.

2	pc	Stapler, HD No.35	1	1	2025-07-01 #: DR-8397	0	Completed
---	----	-------------------	---	---	--------------------------	---	-----------

INSPECTION

Handwritten signature

ACCEPTANCE

Handwritten signature

Date Inspected:

Date Received:

- ☐ Inspected, verified and found in order as to quantity and specifications
- ☐ Others: _____
- _____
- _____

- ☒ Complete
- ☐ Partial

Handwritten signature
JHONAVEL R. CASTIL
Inspector

Handwritten signature
VIVIAN V. BALBARINO
Head, Supply & Property Management