

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte
SUPPLY & PROPERTY MANAGEMENT

INSPECTION & ACCEPTANCE REPORT

Supplier: **FOTOLINE EXPRESS INCORPORATION**

IAR No: 25-07-0842

P.O No.: **PO-GF-MOOE-2025-05-0256**

Date: 2025-06-25

Office/Dept: **VSUCO**

22,747.50

GF-2025-01-00042

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	box of 50's	Ballpen 50 Pieces, Blue	1	1	2025-06-22 #: DR-009877/SI-146327	0	Completed
Offer: RETRACTABLE HBC MATRIX							
2	btls	Bleach Original, 250mL/btl	30	30	2025-06-22 #: DR-009877/SI-146327	0	Completed
3	pcs	Broom, Soft (Tambo), Large, Heavy Duty	4	4	2025-06-22 #: DR-009877/SI-146327	0	Completed
Offer: BAGUIO BROOM							
4	pcs	Clip Board, Plastic, with PVC Cover, Long, any color	2	2	2025-06-22 #: DR-009877/SI-146327	0	Completed
5	pcs	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	6	0		6	Undelivered
Offer: STANDARD SIZE							
6	pc	Envelope, Documentary, Brown, 150 lbs, Long	25	25	2025-06-22 #: DR-009877/SI-146327	0	Completed
7	btls	Fabric Conditioner, 1L, any scent	6	6	2025-06-22 #: DR-009877/SI-146327	0	Completed
8	piece	Folder, File, Long, 14pts, White	20	20	2025-06-22 #: DR-009877/SI-146327	0	Completed

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INSPECTION

wholes

ACCEPTANCE

wholes

Date Inspected:

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

☐ Others: _____

Date Recieved:

☐ Complete

☒ Partial

July 11
ERLY S. ESCOBAR

JHONAVEL R. CASTIL
Inspector

Vivian V. Balbarino

VIVIAN V. BALBARINO
Head, Supply & Property Management