

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

## INSPECTION & ACCEPTANCE REPORT

Supplier: **T & A VARIETY STORE**  
P.O No.: **PO-GF-MOOE-2025-10-0748**  
Office/Dept: **ViCARP**

IAR No: 25-12-1465  
Date: 2025-12-02  
**15,353.00**                      GF-2024-10-02941

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	btls	ALCOHOL, Ethyl, 500ml	30	30	2025-12-01 #: DR 1064	0	Completed
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 70% (±2) v/v Ethanol (Ethyl Alcohol)</li> <li>• Volume (min.): 500ml</li> <li>• Colorless clear liquid</li> <li>• Cap: Flip-top/pull-up/twist cap</li> <li>• Scented</li> <li>• Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle</li> </ul>							
2	btls	Cleaner, Glass, 500mL, spray type, any scent	5	5	2025-12-01 #: DR 1064	0	Completed
<b>Specification:</b> <ul style="list-style-type: none"> <li>• 500mL/btl</li> <li>• spray type</li> </ul>							
3	pc	Dust pan, plastic, stand-up handle, small	1	1	2025-12-01 #: DR 1064	0	Completed
4	btls	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	10	10	2025-12-01 #: DR 1064	0	Completed
5	pieces	Scissors, 8" heavy duty, good quality	5	5	2025-12-01 #: DR 1064	0	Completed
6	pcs	Sharpener, Pencil Heavy Duty good qlty	2	2	2025-12-01 #: DR 1064	0	Completed
<b>Specification:</b> <ul style="list-style-type: none"> <li>• manual</li> <li>• table-mounted type, with metal clamp</li> <li>• single cutter-head</li> <li>• one hole guide, 9-10mm in diameter</li> </ul>							
7	pads	Sticky Note, 2 x 3, Yellow	50	50	2025-12-01 #: DR 1064	0	Completed

**Specification:**

- 2 x 3 inches (50 x 76 mm)
- 100 sheets/pad

8	pads	Sticky Note, 3 x 3, Yellow	20	20	2025-12-01 #: DR 1064	0	Completed
9	pads	Sticky Note, 3 x 4, Yellow	20	20	2025-12-01 #: DR 1064	0	Completed

**Specification:**

- 3 x 4 inches (76 x 100 mm)
- 100 sheets/pad

10	pads	Sticky Note, 3 x 5, Yellow	50	50	2025-12-01 #: DR 1064	0	Completed
11	packs	TOILET TISSUE PAPER, 2 ply	20	20	2025-12-01 #: DR 1064	0	Completed

**Offer:****12'S****INSPECTION****ACCEPTANCE**

Date Inspected:

*12-2-25*

Date Recieved:

*12/2/25*☒ 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