



Reference No.: BatStateU-FO-PSO-03

Effectivity Date: January 3, 2017

Revision No.: 00

Title: INSPECTION AND ACCEPTANCE REPORT

Supplier: _____ IAR No.: _____
 P.O. No.: _____ Date: _____ S.I. No.: _____ Date: _____
 Requisition Office/ Dept.: _____ Total Amt.: _____

Stock No.	Unit	Description	Amount	Quantity

INSPECTION

Inspected:

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

End User

ACCEPTANCE

Received:

Complete

Partial (Pls. specify quantity)

NAME OF ASSISTANT DIRECTOR
Asst. Director for Property & Supply Mgt. Office