



PROPERTY MANAGEMENT DIVISION

**RECEIVING, INSPECTION & ACCEPTANCE REPORT
 (WORK ORDER)**

Date Prepared:

Date Completed

Supplier:

Requisitioning Unit

Invoice No.:

Invoice Amount

R.I.S. No.

Delivery Receipt No.:

Work Order No.:

W.O. Total Amount

Description of Property :

Location of Property :

Nature of Work Done :

INSPECTION REPORT:

Inspected above item/s and our findings/recommendation are as follows:

- a. Work accomplished in accordance with plans & programs
- b. Items used are brand new and not defective, quality of work rendered is acceptable and not substandard.
- c. Waste materials/replaced parts surrendered at the warehouse.
- d. Warranty for the project submitted.
- e. Work accomplished within stipulated period. If not, no. of days delayed _____

YES	NO
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()	()
()	()
()	()
()	()

RECOMMENDATIONS:

For Payment () Hold Payment () Subject to _____%Retention ()
 Other (Specify) () _____

CERTIFIED CORRECT (Inspection Team):

Property Management Division Accounting Division End-user's Representative

Certificate of Acceptance (Pursuant to COA CIRCULAR NO. 81-131-A dated Jan. 29, 1981.)

I/WE hereby certify to have accepted each and every article delivered/service rendered by _____ listed in the attached Invoice No. _____ dated _____, which has/have been inspected and found to be in accordance with the specification stipulated under Work Order No. _____ dated _____.