#### ACCEPTANCE AND INSPECTION REPORT

#### (AIR)

## *INSTRUCTIONS*

1. The AIR is a report submitted by the Inspection Officer/Committee and the Supply and/or Property Custodian on the inspection and acceptance, respectively, of the purchased supplies/goods/equipment/property.
2. This report shall be accomplished as follows:
3. **LGU** – name of the local government unit
4. **Fund –** the fund name
5. **Supplier**– name of the supplier of supplies/goods/equipment/property
6. **PO No**.**/Date** – number and date of the Purchase Order
7. **Requisitioning Office/Dept**. – name of the Requesting Office/Department
8. **AIR No**. – number of the AIR
9. **Date** – date of the AIR
10. **Invoice No**. – number of the Invoice
11. **Date** – date of the Invoice
12. **Stock/Property No**. – stock/property number of the item as provided by the Supply and/or Property Division/Unit
13. **Description** – brief description or details of the item/s purchased
14. **Unit *–*** unit of measurement such as piece, roll, box, ream, etc.
15. **Quantity** – number of units purchased such as one unit, 10, 20, etc.
16. The Supply and/or Property Custodian shall acknowledge receipt of the items by indicating in the “Acceptance” portion of the AIR, his/her name, signature, date of acceptance, and a check “✓” mark whether the delivery is complete or partial as to quantity(specify quantity received, if partial).
17. The Inspection Officer/Committee shall sign, specify the date of inspection, and put a check “✓” mark in the “Inspection” portion of the AIR, indicating that he/she has inspected, verified and found in order the items delivered as to quantity and specifications.
18. The AIR shall be prepared in four (4) copies distributed as follows:

|  |  |  |
| --- | --- | --- |
| *Original* | – | Supplier (to be attached to the DV) |
| *Copy 2* | – | Accounting Division/Unit (to be attached to the JV setting up payables) |
| *Copy3* | – | Inspection Officer/Committee |
| *Copy4* | – | Supply and/or Property Division/Unit’s file |