|  |  |
| --- | --- |
| **BUKIDNON STATE UNIVERSITY**  Malaybalay City  **PROCUREMENT & PROPERTY MANAGEMENT OFFICE**  **REQUEST FOR INSPECTION** | |
| The Inspection Officer  Internal Audit Services | «date»  RFI # «rfino» |
| Sir:  Inspection of the following purchase/deliveries is requested. The supplies/equipment delivered have been duly received by the undersigned. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| P.R. No. | Invoice No. | P.O. No. | Amount (Php) | Supplier |
|  |  |  |  |  |

|  |  |
| --- | --- |
|  | Head, Receiving and Issuance of Supply Section |
| Noted:  Procurement and Property Management Officer - Designate |  |