

Republic of the Philippines  
**MANILA INTERNATIONAL AIRPORT AUTHORITY**  
MIAA Administration Building, MIA Road, Pasay City, Metro Manila

**PROPERTY MANAGEMENT DIVISION**

**RECEIVING, INSPECTION & ACCEPTANCE REPORT**

**Purchase Order**       **Petty Cash Liquidation**       **Others** (Pls. specify) \_\_\_\_\_

Date Prepared :		Date Delivered :	
Supplier :		Delivered at :	
Delivery Receipt No. :		Requisitioning Unit :	
Invoice No. :	Invoice Amount : <b>P</b>		
Official Receipt No. :	O.R. Amount : <b>P</b>		
<i>(For Petty Cash Liquidation)</i>			
Purchase Order No. :	P.O. Total Amount : <b>P</b>	P.R. No. :	

NO.	DESCRIPTION	QTY	UNIT	UNIT COST	AMOUNT
<b>Purpose:</b>				<b>Total</b>	

**NOTE:** Indicate "N/A" for fields that are Not Applicable

**RECEIVING REPORT:**

*Above items received in good order and condition.*

Date Delivered: \_\_\_\_\_

\_\_\_\_\_  Storekeeper       End-user

**INSPECTION REPORT:**

Inspected above item/s and our findings/recommendation are as follows:	YES	NO
a. Quantity and unit of measure is correct.	( )	( )
b. Items are in accordance with specification/s per P.O./catalogue	( )	( )
c. Items are brand new & not defective, quality acceptable and not substandard	( )	( )
d. Warranty submitted (For equipment)	( )	( )
e. Test conducted _____% of total quantity tested. Results positive/negative.	( )	( )
f. Items delivered within stipulated period. If not, number of days delayed _____.	( )	( )

**RECOMMENDATIONS:**

For Payment ( )	Hold Payment ( )	Subject to _____%Retention ( )
Subject to Liquidated Damages ( )		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 Purchase Order No. \_\_\_\_\_ dated \_\_\_\_\_.

\_\_\_\_\_  
Manager/OIC/End-User