



January 26, 2022

Dr. Edgardo E. Tulin
President
Visayas State University

Thru: Dr. Daniel Leslie S. Tan
VP for Admin. & Finance

Dear Dr. Tulin:

This is to request to PETTY CASH ADVANCE in the amount of Five Thousand Pesos (P 5,000.00) charged to DoPAC –Lab Share (STF Fund 164) to purchase urgently needed for laboratory class (virtual) and for disinfecting and cleaning all laboratory/lecture rooms.

Thank you.

Very truly yours,

Jane M. ABAPO
JANE M. ABAPO
Laboratory Technician II

Recommending Approval:

Elizabeth S. Quevedo
ELIZABETH S. QUEVEDO
Head, DoPAC

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President