

BUDGET UTILIZATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY

Entity Name

Serial No. : _____

Date : 3/21/2024Fund Cluster : STF

Payee

ODELO B. BALDOS

Office

Eco-FARMI

Address

VSU, VISCA, Baybay City, Leyte

Responsibility
Center

Particulars

MFO/PAP

UACS Object
Code/
Expenditures

Amount

SEEDBANK C

Replenishment of petty cash fund as per
the papers attached, amounting to...

4,625.00

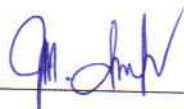
Total

4,625.00

A.

Certified: Charges to appropriation/budget necessary,
lawful and under my direct supervision; and supporting
documents valid, proper and legal

Signature : _____



Printed Name:

JEROME O. ARRIBADO

Position :

Director, Eco-FARMI
Head, Requesting Office/Authorized
Representative

Date : _____

B.

Certified: Budget available and utilized for
the purpose/adjustment necessary as
indicated above

Signature : _____

Printed Name:

ALICIA M. FLORES

Position :

Administrative Officer III
Head, Budget Division/Unit/Authorized
Representative

Date : _____

C.

STATUS OF UTILIZATION

Reference

Amount

Date

Particulars

BURS/JEV/RCI/
RADAI/RTRAI No.

Utilization

Payable

Payment

Balance

Not Yet Due

Due and
Demandable

(a)

(b)

(c)

(a-b)

(b-c)

PURCHASE REQUEST

Visayas State University

AGENCY

OFFICE		Eco-FARMI		PR NO.	DATE
SECTION				SAI NO.	DATE
ITEM NO.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	pcs	Galaxy feeds	4	72.00	288.00
2	kgs	Complete fertilizer	15	40.00	600.00
3	kgs	A-sulphate fertilizer	15	24.00	360.00
4	bottle	2T oil	1	45.00	45.00
5	Rolls	Nylon #310	2	86.00	172.00
6	pack	Seed	2	74.00	148.00
7	bottle	2T oil	1	45.00	45.00
8	kgs	Rice Bran	25	20.00	500.00
9	pc	Belt Fuji, B-63	1	374.00	374.00
10	pc	Syringe, 3ml	1	7.00	7.00
11	pc	Syringe, 5ml	1	8.00	8.00
12	pack	Plastic Bag	1	55.00	55.00
13	kg	Poly bag 3x3x6	1	225.00	225.00
14	pack	Kangkong seed	1	62.00	62.00
15	pack	Okra seed	1	62.00	62.00
16	pc	LED spotlight 30w	1	999.00	999.00
17	bags	Cement	2	230.00	460.00
18	kg	Common wire nail, 1 1/2"	0.5	80.00	40.00
19	kg	Common wire nail, 2"	0.5	70.00	35.00
20	kg	Common wire nail, 3"	1	70.00	70.00
21	kg	Common wire nail, 4"	1	70.00	70.00
Charged to: SEEDBANK C					
CERTIFIED as to the availability of appropriation in the amount of P _____ within 45 days period.					
TOTAL					4,625.00
PURPOSE:		FOR FARM USE			
SIGNATURE		REQUESTED BY	APPROVED BY		
PRINTED NAME		ODELO B. BALDOS	PROSE IVY G. YEPES		
DESIGNATION		Staff, Eco-FARMI	President		