



02 March 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

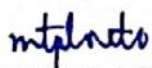
Thru: **Dr. Daniel Leslie S. Tan**
VP for Administration and Finance

Sir:

I would like to request for a Petty Cash fund in the amount of five thousand pesos (Php5,000.00) charged to the College of Arts and Sciences Allocation for General Fund to be used in the emergency purchase of office supplies.

Thank you very much.

Very respectfully yours,


MA. THERESA P. LORETO
Dean, CAS

Recommending Approval:

BEATRIZ S. BELONIAS
VP for Academic Affairs

DANIEL LESLIE S. TAN
VP for Administration and Finance

Approved:

EDGARDO E. TULIN
University President