



March 11, 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 (GF) to purchase supplies and materials urgently needed for office and instruction.

Thank you.

Very truly yours,


VIVIAN P. LINA
Instructor

Recommending Approval:


ELIZABETH S. QUEVEDO
Head, DoPAC

DANIEL LESLIE S. TAN
VP for Admin. & Finance

Approved:

EDGARDO E. TULIN
President

OBLIGATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY****Visca, Baybay City, Leyte**

No.: 02-101101-2022-03

Date: March 11, 2022

Fund: GF

Payee:	VIVIAN P. LINA			
Office:	DoPAC			
Address:	VSU, Visca, Baybay City, Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
DoPAC	TO PAYMENT of Cash Advance ..			5,000.00
Total				5,000.00

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

Signature

Printed Name

Position

Date

ELIZABETH S. QUEVEDO

Head, DoPAC

B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature

Printed Name

Position

Date

ALICIA M. FLORES

Head, Budget Unit/Authorized Representative

C STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2022-03	5,000.00		5,000.00	
		Totals	5,000.00		5,000.00	

Technical Working Group		Budget Officer	
SIGNATURE	REQUESTED BY;	NOTED BY:	APPROVED BY:
PRINTED NAME	VIVIAN P. LINA	ELIZABETH S. QUEVEDO	EDGARDO E. TULIN
DESIGNATION	End-User	DoPAC Head	President