



January 25, 2022

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

**Subject: Request for Petty Cash Advanced**

**Sir:**

I would like to request to have Petty Cash Fund for the Department of Agronomy in the amount of Php 5,000.00 for the purposes of immediate purchase of supplies and materials needed.

Thank you for your kind consideration of this request.

Very truly yours,  
*L. S. Cagande*  
**LOREME S. CAGANDE**  
Faculty

Noted:  
*[Signature]*  
**ULYSSES A. CAGASAN**  
Head, Department of Agronomy

**VICTOR B. ASIO**  
Dean, CAFS

Approved:

**EDGARDO E. TULIN**  
University President