



VISAYAS
STATE UNIVERSITY



**INSTITUTE OF
TROPICAL ECOLOGY AND
ENVIRONMENTAL
MANAGEMENT**

August 7, 2023

DR. EDGARDO E. TULIN
University President
Visayas State University
VSU, Baybay City, Leyte

Dear Dr. Tulin;

I would like to request a petty cash in the amount of **FIVE THOUSAND PESOS ONLY (5,000.00)** to purchase feeds supplies for multispecies hatchery project. I would like to request further that this petty cash be charged to extension 81.

Thank you very much for your support.

Very truly yours,

ELIZA D. ESPINOSA
Assoc. Professor III/Director

Noted by:

DENNIS P. PEQUE
Dean, CFES

Approved by:

EDGARDO E. TULIN
University President



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