



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT FOR
ADMINISTRATION AND FINANCE**

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January 10, 2022

Dr. EDGARDO E. TULIN

University President

Visayas State University

Visca, Baybay City, Leyte

Dear Sir:

May I request your approval to have a PETTY CASH FUND in the amount of FIVE THOUSAND PESOS ONLY (P5,000.00) needed for emergency purchases of supplies for the office.

Very truly yours,

RAQUEL H. DOHILING

Administrative Officer II

NOTED:

DANIEL LESLIE S. TAN

Vice President for Admin. & Finance

APPROVED:

EDGARDO E. TULIN

President