



24 January 2023

DR. EDGARDO E. TULIN

President

Visayas State University

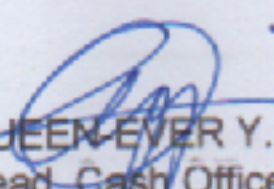
Baybay City, Leyte

Dear Sir:

I would like to request that Ms. Melissa F. Mendoza, designated as Special Disbursing Officer, be allowed to Cash Advance the amount of Five Thousand Pesos only (P5,000.00) as our Petty Cash Fund per VSU Fund. This is to be used in paying those transactions of this university amounting Five Hundred Pesos (P500.00) and below.

Hope this merits your kind approval.

Very truly yours,


QUEEN EVER Y. ATUPAN
Head, Cash Office

Recommending Approval:

RYSAN C. GUINOCOR
Director, ODAS

Approved:

EDGARDO E. TULIN
President