
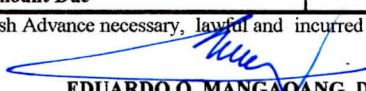




Visayas State University
Visca, Baybay City Leyte

PURCHASE REQUEST

DEPT./OFFICE		RCCRDC		PR. NO.		DATE	12/01/21
SECTION/End-User		EDUARDO O. MANGAOANG		Category: Office Supplies			
Item No.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST		
1	lit	Gasoline for motorcycle office	3.84	52.55	200.00		
2	pc	Fuel filter Accessories	1	1800	1800.00		
3	pc	Logitech Stereo Headset	1	525	525.00		
4	lit	Gasoline for motorcycle office	2.6	58	150.00		
5	service	Globe Laod for office communication	1	200	200.00		
6	cont.	Refill water container	1	35	35.00		
7	lit	Gasoline for motorcycle office	2	58	116.00		
8	service	LBC communication	1	85	85.00		
9	service	tricycle & pot2x fare to send docs in LBC	1	20	20.00		
10	pc	fresh bathroom scent	1	64	64.00		
11	liters	Gasoline for motorcycle office	5.45	55.05	300.00		
12	liters	Gasoline for grasscutter	1.27	55.05	70.00		
13	liters	Gasoline for motorcycle office	3.78	52.90	200.00		
14	cont.	Refill water container	9	33.34	300.00		
X-X-X-X-X-X							
TOTAL					4,065.00		
PURPOSE		For Office use					
CHECKED BY:			CHARGED TO: RCCRDC.OC.2021				
			FUNDS AVAILABLE:				
DOREEN B. ALBA			ALICIA M. FLORES				
Technical Working Group			Head, Budget/Accounting Office				
SIGNATURE	REQUESTED BY;	NOTED BY:	APPROVED BY:				
PRINTED NAME	EDUARDO O. MANGAOANG	EDUARDO O. MANGAOANG	EDGARDO E. TULIN				
DESIGNATION	End-User	Unit Head/Project Leader	President				

 VISAYAS STATE UNIVERSITY Visca, Baybay City, Leyte, Philippines DISBURSEMENT VOUCHER		Fund Cluster :	
		RCCRDC.OC.2021	
		Date : 12/1/2021	
		DV No. :	
Mode of Payment	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)		
Payee	EDUARDO O MANGAOANG	TIN/Employee No.:	ORS/BURS No.:
Address	Visayas State University, Visca, Baybay, Leyte		
Particulars		Responsibility Center	MFO/PAP
TO REPLENISH of petty cash supporting papers hereto attached in the amount of..... Amount Due		RCCRDC	303000000
			4,065.00
			4,065.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.  EDUARDO O. MANGAOANG, Director (RCCRDC) Printed Name, Designation and Signature of Supervisor			
B. Accounting Entry:			
Account Title		UACS Code	Debit
		50201010 00	
C. Certified:		D. Approved for Payment	
<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper			
Signature		Signature	
Printed Name	NICK FREDDY R. BELLO	Printed Name	EDGARDO E. TULIN
Position	Admin. Officer V	Position	President
	Head, Accounting Unit/Authorized Representative		Agency Head/Authorized Representative
Date		Date	
E. Receipt of Payment			JEV No.
Check/ADA No. :	Date :	Bank Name & Account Number:	
Signature :	Date :	Printed Name: EDUARDO O MANGAOANG	Date
Official Receipt No. & Date/Other Documents			