



February 2, 2023

DR. EDGARDO E. TULIN  
President  
VSU, Baybay City, Leyte

THRU: DR. DANIEL LESLIE S. TAN  
Vice President for Administration and Finance

Dear Sirs:

I would like to request for a petty cash fund in the amount of FIVE THOUSAND PESOS (PhP5,000.00) to be used for the purchase of urgently needed office supplies and materials in the office.

I am looking forward to your usual support.

Thank you and more power.

Yours sincerely,

MARIA TERESA A. CRUZ  
Head

Recommending approval:

DANIEL LESLIE S. TAN  
Vice President for Administration and Finance

Approved/Disapproved:

EDGARDO E. TULIN  
President