



February 15, 2022

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

THRU : **DR. DANIEL LESLIE S. TAN**
VP for Admin and Finance

Dear Dr. Tulin:

The undersigned would like to request for 2022 PETTY CASH FUND amounting to FIVE THOUSAND PESOS only (P5,000.00), to be used for various emergency purchases of supplies and other materials needed for Landscape Unit.

Hoping for your affirmation on our request.

Very truly yours,


ZANDRO G. ISRAEL
Admin. Aide III,

Noted:

RODEN D. TROTYO
Head, Landscape

Recommending Approval:

DALNIEL LESLIE S. TAN
Vice President for Adm. & Finance

Approved:

EDGARDO E. TULIN
University President