



March 21, 2022

**Dr. Edgardo E. Tulin**  
President  
Visayas State University  
Baybay City, Leyte

Sir:

I would like to request for Petty Cash fund in the amount of Five thousand pesos (Php. 5,000.00) for emergency purchase of office and laboratory supplies of the Advanced Research and Innovation Center.

Very respectfully yours,

  
**SARAH JEAN C. SUGANO**  
Faculty, ARI Center

Recommending Approval:

  
**MA. THERESA P. LORETO**  
Director, Advanced Research  
and Innovation Center

**MARIA JULIET C. CENIZA**  
VP for Research, Extension  
and Innovation

Approved:

**EDGARDO E. TULIN**  
University President