

OBLIGATION REQUEST AND STATUS**VISAYAS STATE UNIVERSITY**

Visca, Baybay City, Leyte

No: MOOE 02-101101-2021

Date: _____

Fund: _____

Payee **Charlie Mark Cutamora**Office **Motor Pool/PPO**

Address _____

Responsibility Center	Particulars	MFO/PAP	UACS Code/Expenditures	Amount
	Payment of Per Diem...		5020101000	300.00
	TOTAL			300.00

A Certified Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

B Certified: Allotment available and obligated for the purpose/ adjustment necessary as indicated above

Signature _____

Printed Name

MARLON G. BURLAS

Position

Head, Motor Pool

Date _____

Signature _____

Printed Name

ALICIA M. FLORES

Position

Head, Budget Office

Budget Unit/Authorized Representative

Date _____

C STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RC/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligation	MOOE 02-101101-2021	300.00		300.00	
	TOTALS					

QTY	UNIT
3	gals
4	gals
2	bags
20	pcs
5	pcs
22	bags
1	cu.m
2	cu.m
10	pcs
2	kg
2	gals
2	gals
1	cans
2	bags
10	pcs
2	pcs
20	pcs
15	pcs
10	pcs
30	pcs
30	pcs
10	pcs
6	pcs
6	cans
10	pcs

TOTAL 300.00

I CERTIFY that (1) I have received the foregoing itinerary (2) the travel is necessary to the service, the period cover is reasonable and (3) the expenses claimed are proper.

Prepared by: (Official, Employee)


CHARLIE MARK CUTAMORA

Approved by: (Head of Agency)

MARLON G. BURLAS

Supervisor

EDGARDO E. TULIN

President

E./R

Check/

ADA No.:

Signature

Official Receipt No.: