



# OBLIGATION REQUEST AND STATUS

## VISAYAS STATE UNIVERSITY

### Visca, Baybay City, Leyte

No.: MOOE

Date: December 9, 2021

Fund: Agronomy Lab Share

Payee:	VSU			
Office:	Gasoline Station			
Address:	Visca, Baybay City, Leyte			
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amount
Agronomy Lab Share	20 Liters Diesel and 25 Liters Gasoline			PhP2,665.00
	<b>Total</b>			<b>PhP2,665.00</b>

Certified: Charges to appropriation/allotment

necessary, lawful and under my direct supervision  
and supporting documents valid, proper and legal

Signature

Printed Name

ULYSSES A. CAGASAN

Position

Dept. Head

Date

Certified:

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

Signature

Printed Name

ALICIA M. FLORES

Position

Head, Budget Unit/Authorized Representative

Date

### STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
	Obligations		PhP2,665.00		PhP2,665.00	
	Totals		PhP2,665.00		PhP2,665.00	

Amount Due

2,665.00

**A.** Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

ULYSSES A. CAGASAN

Dept. Head

**B.** Accounting Entry:

Account Title	UACS Code	Debit	Credit

**C. Certified:**

- ☐ Cash available
- ☐ Subject to Authority to Debit Account (when applicable)
- ☐ Supporting documents complete and amount claimed proper

**D. Approved for Payment**

Signature		Signature	
Printed Name	<b>NICK FREDDY R. BELLO</b>	Printed Name	<b>EDGARDO E. TULIN</b>
Position	Head, Accounting Office	Position	President
Date		Date	

**E. Receipt of Payment**

Check/ADA No. :		Date :	Bank Name & Account Number:	JEV No.
Signature :		Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents				