



January 27, 2022

Dr. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay, Leyte

Thru: **Dr. DANIEL LESLIE S. TAN**
Vice President for Administration and Finance

Dear Dr. Tulin,

I would like to request from your good office to allow **Dr. NANCY D. ABUNDA** to make petty cash in the amount of **Five Thousand pesos (P 5,000.00)**. The said amount will serve as Petty Cash Fund at the Office of the Director for Instruction and Evaluation for emergency purchase of supplies and other petty expenses as per attached purchase request.

Thank you for your approval of this request.

Very truly yours,


MA. RACHEL KIM L. AURE
Director, Instruction & Evaluation

Recommending Approval:

DANIEL LESLIE S. TAN
Vice-President for Administration and Finance

Approved:

EDGARDO E. TULIN
President