



March 1, 2023

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 2023 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 Power Plant & Electrical Service Unit.

Hoping for your affirmation on our request.

Very truly yours,

CLAUDIO R. ABABAT JR.

Admin. Assistant III,

Noted:

MARLON G. BURLAS

Head, PPES

Recommending Approval:

DALNIEL LESLIE S. TAN

Vice President for Adm. & Finance

Approved:

EDGARDO E. TULIN

University President