



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

**DISBURSEMENT VOUCHER**

☐ MDS CHECK

**MODE OF PAYMENT**

☐ COMMERCIAL CHECK

☐ ADA

☐ OTHERS

FUND CLUSTER:

PAYEE/OFFICE

**ODELO B. BALDOS**

DATE: 6/30/2022

DVD NO.:

ADDRESS:

VSU, Visca, Baybay City, Leyte

TIN/Employee No.

OS/BUS No:

**PARTICULARS**

RESPONSIBILITY  
CENTER

MFO/PAP

AMOUNT

REPLENISHMENT OF PETTY CASH FUND for the purchase of supplies and materials as per papers attached amounting to..

SEED BANK  
C

P 4,878.00

**A**

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

AMOUNT DUE →

P 4,878.00

**DHENBER C. LUSANTA**  
OIC, Eco-FARMI

**B**

**ACCOUNTING ENTRY:**

ACCOUNT TITLE

UACS CODE

DEBIT

**C**

**CERTIFIED:**

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

SIGNATURE  
PRINTED NAME  
POSITION

**NICK FREDDY R. BELLO**  
OIC HEAD, ACCOUNTING OFFICE

(Head, Accounting Unit/Authorized Representative)

DATE

**D**

**APPROVED FOR PAYMENT:**

SIGNATURE  
PRINTED NAME  
POSITION

**EDGARDO E. TULIN**  
President

(Agency Head/Authorized Representative)

DATE

**E**

**RECEIPT OF PAYMENT:**

CHECK / ADA  
NO.:

DATE:

BANK NAME & ACCOUNT NUMBER:

SIGNATURE:

**ODELO B. BALDOS**

DATE:

PRINTED NAME:

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS:

# PURCHASE REQUEST

Visayas State University

AGENCY

DEPT./OFFICE **Eco-FARMI**

SECTION

PR NO.

DATE 30-Jun-22

SAI NO.

DATE

STOCK NO.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	pcs	SeedlingTray, 104 holes			
2	meters	Plastic Mulch	10	65.00	650.00
3	roll	PP twine, 4 ply	90	10.00	900.00
4	roll	PP twine, 1 ply	1	248.00	248.00
5	packs	Okra seeds	2	220.00	440.00
6	packs	Amplaya seeds	2	60.00	120.00
7	packs	Upo Seeds	2	70.00	140.00
8	pc	Bundle Tires	2	70.00	140.00
			1	2,240.00	2,240.00

Charged to: SEED BANK C

CERTIFIED as to the availability  
of appropriation in the amount  
of P \_\_\_\_\_ within  
45 days period.

TOTAL

4,878.00

PURPOSE:

For Farm Use.

SIGNATURE

PRINTED NAME

DESIGNATION

REQUESTED BY

**ODELO B. BALDOS**

Staff, Eco-FAARMI

APPROVED BY

**EDGARDO E. TULIN**

President