



May 5, 2022


Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear *Dr. Tulin*,


I would like to request a Petty Cash of FIVE THOUSAND PESOS (P5,000.00) ONLY, to purchase an Uninterruptable Power Supply (UPS), and Optical Mouse, and for other urgent expenses specified in the attached Purchase Request. Further, I would like to request that this Petty Cash be charged to ITEEM A.III.b.1 allocation.

Thank you very much for your continued support.

Very truly yours,


ELVIRA B. GORRE
Admin. Asst, II

Noted:


ELIZA D. ESPINOSA
Director

Approved:

EDGARDO E. TULIN
President