





INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

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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



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