



May 5, 2022

DR. EUSEBIO R. LINA
Head, Department of Mathematics
VSU, Baybay City, Leyte.

Dear Dr. Lina:

Please be informed that our office is making direct verification of customer balances from our Internally Generated Fund (IGF) and Business Related Fund (BRF) projects. Our **VSU Printing Press** confirmed that these transactions remained unpaid as of **March 31, 2022**.

PLEASE EXAMINE CAREFULLY YOUR ACCOUNTABILITIES BELOW AND EITHER YOU CONFIRM THEIR ACCURACY OR REPORT ANY DIFFERENCES DIRECTLY TO OUR OFFICE USING THE ATTACHED CONFIRMATION FORM.

JOB ORDER NO.	DATE	BUYER	BALANCE
2020-047	14/08/2020	Dept of Mathematics	58,200.00
2020-103	18/08/2020	Dept of Mathematics	1,200.00
2020-105	19/08/2020	Dept of Mathematics	3,150.00
2020-106	21/08/2020	Dept of Mathematics	750.00
2020-108	21/08/2020	Dept of Mathematics	1,750.00
2020-109	22/08/2020	Dept of Mathematics	500.00
2020-110	22/08/2020	Dept of Mathematics	1,500.00
2020-113	24/08/2020	Dept of Mathematics	750.00
2020-114	01/09/2020	Dept of Mathematics	500.00
2020-115	01/09/2020	Dept of Mathematics	1,000.00
		Total	69,300.00

Anent to this, we respectfully request your preferential action in confirming the correctness of the unpaid balance/record within 5 working days from receipt of this notice. Failure to return the confirmation form attests to the correctness of your accountability.

HOWEVER, shall there be any account/s not referring to your office, please inform us so we can make verification and necessary adjustments.

PLEASE DO NOT ATTACH PAYMENTS TO YOUR REPLY.

Respectfully,

MARIA TERESA A. CRUZ
Head, IASO

Received by:

PRINT NAME/SIGN/DATE