



March 9, 2022

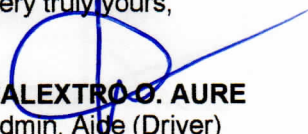
**DR. EDGARDO E. TULIN**  
University President  
Visayas State University  
VSU, Baybay City, Leyte

Dear Dr. Tulin;


I would like to request a petty cash in the amount of FIVE THOUSAND PESOS ONLY (5,000.00) to purchase spare parts (replacement) for Mitsubishi canter. I would like to request further that this petty cash be charged to ITEEM A.III.b.1

Thank you very much for your support.

Very truly yours,

  
**CALEXTRIO O. AURE**  
Admin. Aide (Driver)

Noted by:

  
**ELIZA D. ESPINOSA**  
Director

Approved by:

**EDGARDO E. TULIN**  
University President