





INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

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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,

CALEXTRO O. AURE Admin. Aide (Driver)

Noted by:

Director

Approved by:

EDGARDO E. TULIN University President



VSU's Vision:

A globally competitive university for science, technology, and environmental conservation. VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.