


REQUISITION AND ISSUE SLIP

VISAYAS STATE UNIVERSITY

Agency

Division	DEPARTMENT OF AGRONOMY		Responsibility Center	RIS No.	Date July 29, 2022
Office			Code: GAA 2022	SAI No.	Date
REQUISITION					ISSUANCE
Stock No.	Unit	Description	Quantity	Quantity	Status of
1	Liters	Diesel	87.00 P 2,610.00	30	
2	Liters	Gasoline	87.00 P 2,610.00	30	
		TOTAL P	5,220.00		
Purpose:	To fuel grass cutter and department vehicle				
	Requested by:	Approved by:	Issued by:	Received by:	
Signature					
Name	RUTH O. ESCASINAS	EDGARDO E. TULIN			
Designation	Dept. Head	President			
Date					

Amount Due				3,220.00	
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.					
 RUTH O. ESCASINAS Dept. Head					
B. Accounting Entry:					
Account Title		UACS Code	Debit	Credit	
C. Certified:			D. Approved for Payment		
<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper					
Signature		Signature			
Printed Name		Printed Name			
Position		Position			
Date		Date			
E. Receipt of Payment				JEV No.	
Check/ADA No. :		Date :	Bank Name & Account Number:		Date
Signature :		Date :	Printed Name:		
Official Receipt No. & Date/Other Documents					