



May 27, 2022


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

Dear Dr. Tulin;

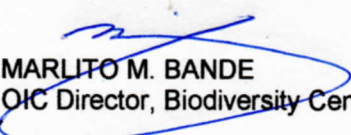
I would like to request a petty cash in the amount of FIVE THOUSAND PESOS ONLY (5,000.00) to purchase gasoline for grass cutter. I would like to request further that this petty cash be charged to Biodiversity Center PY STF 164.

Thank you very much for your support.

Very truly yours,

  
**JIMMY O. POGOSA**  
Instructor I

Recommending approval:

  
**MARLITO M. BANDE**  
OIC Director, Biodiversity Center

Approved by:

**EDGARDO E. TULIN**  
University President