





INSTITUTE OF TROPICAL ECOLOGY AND **ENVIRONMENTAL MANAGEMENT**

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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, ROGOSA

Instructor I

Recomending approval:

MARLITO M. BANDE

OlC Director, Biodiversity Center

Approved by:

EDGARDO E. TULIN University President



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