



April 28, 2022

DR. CHARIS B. LIMBO
Director, Institute of Human Kinetics(IHK)
VSU, Baybay City, Leyte

Dear Dr. Limbo:

Please be informed that our office is making direct verification of customer balances from our Internally Generated Fund (IGF) and Business Related Fund (BRF) projects. Our **VSU Pavilion** confirmed that these transactions remained unpaid as of **March 31, 2022**.

PLEASE EXAMINE CAREFULLY YOUR ACCOUNTABILITIES BELOW AND EITHER YOU CONFIRM THEIR ACCURACY OR REPORT ANY DIFFERENCES DIRECTLY TO OUR OFFICE USING THE ATTACHED CONFIRMATION FORM.

Bill No.	Name/Dept/Office	Balance
2016-06-308	IHK	2,890.00
2018-04-322A	IHK	1,000.00
2018-07-521	IHK	2,000.00
2019-05-474	IHK	1,300.00
2019-08-736	IHK	800.00
2019-09-863	IHK	1,000.00
2019-10-959	IHK	900.00
2021-03-176	IHK	3,710.00
2021-03-177	IHK	3,500.00
2021-03-274	IHK	3,000.00
2021-03-275	IHK	2,700.00
2021-03-276	IHK	2,500.00
2021-05-523	IHK	3,000.00
2021-09-605	IHK	2,400.00
2022-03-046	IHK	1,000.00
2022-01-011	IHK / CAC	7,000.00
2021-03-277	IHK/GAD	1,800.00
	TOTAL BILLS	40,500.00

Anent to this, we respectfully request your preferential action in confirming the correctness of the unpaid balance/record within 5 working days from receipt of this notice. Failure to return the confirmation form attests to the correctness of your accountability.

HOWEVER, shall there be any account/s not referring to your office, please inform us so we can make verification and necessary adjustments.