BUDGET UTILIZATION REQUEST AND STATUS

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

No.: MOOE _____

Date: _____

Payee:	**VSU Fund 164 (357 1000 13)**	Fund:	VSU-IP- 2021-3
Office:	**Visayas State university**		
Address:	**Visca, Baybay City, Leyte**		

Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure	Amou
VSU-IP- 2021-3	FUND TRANSFER TO VSU Fund 164 for payment of charge invoice as per supporting papers attached in the amount of ...			PhP3,
	Total			**PhP3,**

Certified: Charges to appropration/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal

Signature

Printed Name **DIONESIO M. BAÑOC**

Position Project Leader

Date

Certified: Allotment available and obligated for the purpose/ adjustment necessary as indicated above

Signature

Printed Name **ALICIA M. FLORES**

Position Head, Budget Office

Date

STATUS OF OBLIGATION

Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Dema
	Obligation		PhP3,000.00		PhP3,000.00	
		Total	PhP3,000.00		PhP3,000.00	

Amount Due				3,000.00

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

DIONESIO M. BAÑOC

Project Leader

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

C. Certified:

[ ] Cash available

[ ] Subject to Authority to Debit Account (when applicable

[ ] Supporting documents complete and amount claimed proper

D. Approved for Payment

Signature		Signature	
Printed Name	**NICK FREDDY R. BELLO**	Printed Name	**EDGARDO E. TULIN**
Position	Head, Accounting Office	Position	President
Date		Date	

E. Receipt of Payment

JEV No.

Check/ ADA No. :		Date :	Bank Name & Account Number:	
Signature :		Date :	Printed Name:	Date

Official Receipt No. & Date/Other Documents