



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte

Date: June 7, 2022

Name : Peter Ben Laurice H. Urdaneta
Designation : Admin Aide III Signature
Destination : Tacloban City
Date of Travel : June 9, 2022

Purpose : To pick-up receipts and to deliver checks to
diff. Tacloban Suppliers.

Estimated Expenses _____
Source of Funds _____

Transportation:

- () College Vehicle
() Public Conveyance

QUEEN-EVER Y. ATUPAN

Sup. Admin Officer

RECOMMENDING APPROVAL:

Atty. Rysan C. Guinocor
Director for Administrative Services

In-charge of funds (If other than the
Dept./Office Head)

Dir. Of Instruction/Res. & Ext.

APPROVED:

Edgardo E. Tulin
President

c o Records Division
Accounting Office
Requisitioner