



VISAYAS
STATE UNIVERSITY

Cash Office

1/F Administration Building
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28 February 2022

Dr. EDGARDO E. TULIN

University President

Visayas State University

Visca, Baybay City, Leyte

Through: Dr. Daniel Leslie S.Tan

Vice President for Administration and Finance


Dear Sir:

May we request your approval to have a PETTY CASH FUND in the amount of FIVE THOUSAND PESOS ONLY (P5,000.00) needed for emergency purchases of supplies for the office.

Very truly yours,


CELSO F. SACRO
Admin. Aide VI

NOTED:


QUEEN-EVER Y. ATUPAN
Head, Cash Office

APPROVED:

EDGARDO E. TULIN
President

Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.
