



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

1/F Administration Building
Visca, Baybay City, Leyte PHILIPPINES
VSU VOIP No. 1004; Email: ovpaa@vsu.edu.ph
Website: www.vsu.edu.ph

05 February 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear **Dr. Tulin:**

This is to request for Cash Advance in the amount of Five Thousand Pesos (Ph 5,000.00) to serve as Petty Cash Fund at the Office of the Vice President for Academic Affairs (OVPA). Please see attached purchase/job request of petty expenses to be incurred.

Thank you.

Very truly yours,


BEATRIZ S. BELONIAS
Vice President for Academic Affairs

APPROVED:

EDGARDO E. TULIN
President