

OFFICE OF THE DIRECTOR FOR FINANCIAL MANAGEMENT

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15 February 2022

DR. EDGARDO E. TULIN

University President Visayas State University Visca, Baybay City, Leyte

Through:

DR. DANIEL LESLIE S. TAN

Vice-President for Admin. and Finance

Sir:

Good day!

May we request your approval to have a PETTY CASH FUND in the amount of FIVE THOUSAND PESOS ONLY (₱5,000.00) needed for emergency purchase of supplies/materials and incidental expenses for the office.

Hoping for your favorable response.

Thank you.

Very truly yours,

LOUELLA C. AMPAC

Financial Management Director

Recommending Approval:

DANIEL LESLIE S. TAN

Vice-Pres. for Admin. and Finance

APPROVED:

EDGARDO E. TULIN

President

