



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 (P5,000.00)** 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