



Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

DISBURSEMENT VOUCHER

FUND CLUSTER:

MODE OF PAYMENT

☐ MDS CHECK

☐ COMMERCIAL CHECK

☐ ADA

☐ OTHERS

DATE: 6/3/22

DVD NO.:

PAYEE/OFFICE

ODELO B. BALDOS

TIN/Employee No.

OS/BUS No:

ADDRESS:

VSU, Visca, Baybay City, Leyte

PARTICULARS

RESPONSIBILITY
CENTER

MFO/PAP

AMOUNT

REPLENISHMENT OF PETTY CASH FUND for the purchase of supplies and materials as per papers attached amounting to..

SEED BANK
C

P 4,585.75

AMOUNT DUE →

P 4,585.75

A

CERTIFIED: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

DHENBER C. LUSANTA
OIC, Eco-FARMI

B

ACCOUNTING ENTRY:

ACCOUNT TITLE

UACS CODE

DEBIT

C

CERTIFIED:

☐

Cash available

☐

Subject to Authority to Debit Account (when applicable)

☐

Supporting documents complete and amount claimed

SIGNATURE

PRINTED NAME

NICK FREDDY R. BELLO

POSITION

OIC HEAD, ACCOUNTING OFFICE

(Head, Accounting Unit/Authorized Representative)

DATE

D

APPROVED FOR PAYMENT:

SIGNATURE

PRINTED NAME

EDGARDO E. TULIN

POSITION

President

(Agency Head/Authorized Representative)

DATE

E

RECEIPT OF PAYMENT:

CHECK / ADA
NO.:

DATE:

BANK NAME & ACCOUNT NUMBER:

SIGNATURE:

ODELO B. BALDOS

DATE:

PRINTED NAME:

OFFICIAL RECEIPT NO. & DATE/OTHER DOCUMENTS:

PURCHASE REQUEST

Visayas State University

AGENCY

DEPT./OFFICE		Eco-FARMI		PR NO.	DATE
SECTION				SAI NO.	03-Jun-22
STOCK NO.	UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
1	pc	Deadbolt	1	394.50	394.50
2	pack	Kangkong seeds	2	60.00	120.00
3	pack	Pechay seeds	1	60.00	60.00
4	pack	Corn seeds	1	70.00	70.00
5	sacks	Tahop	2	500.00	1,000.00
6	pcs	Cutting disc	2	40.00	80.00
7	kls	Starter feeds	4.25	45.00	191.25
8	bottle	2T oil	4	50.00	200.00
9	pack	Bitter gourd seeds	1	160.00	160.00
10	pack	Eggplant seeds	1	68.00	68.00
11	kls	Floater feeds	4.34	46.00	200.00
12	liter	Gasoline	5.81	86.10	500.00
13	liter	Gasoline	3.48	86.10	300.00
14	bottle	Motor oil	1	220.00	220.00
15	pc	SF 2621 Faucet	1	200.00	200.00
16	kls	Floater feeds	4.5	44.00	200.00
17	pcs	Bolt 1/4x4	3	18.00	54.00
18	pcs	Nut 1/4	3	2.00	6.00
19	kls	Starter feeds	4	46.00	184.00
20	pc	Drill Bolt 1/4	1	100.00	100.00
21	pack	Sando Bag	1	58.00	58.00
22		Assorted ingredients for IMO1 & Calphos Production (rice 2kls - 80.00, vinegar 2 gallons - 140.00)		220.00	220.00
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX			-
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		Charged to: SEED BANK C			
		CERTIFIED as to the availability of appropriation in the amount of P _____ within 45 days period.			
		TOTAL			4,585.75
PURPOSE:		For Farm Use.			
SIGNATURE		REQUESTED BY	APPROVED BY		
PRINTED NAME		ODELO B. BALDOS	EDGARDO E. TULIN		
DESIGNATION		Staff, Eco-FAARMI	President		