

REPORT ON PAID PETTY CASH VOUCHERS

Period Covered February 3-23, 2022 ³rd

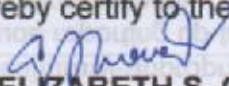
Entity Name: DoPAC, VSU
Fund Cluster: Gen. Fund

Report No: _____
Sheet No.: _____

Date	Petty Cash Voucher #		Particulars	Amount
02/04/23	2023-02-0001	1 bx	blue pen(12pcs/bx)	100.00
		2bx	red ballpen(12pc/bx)	176.00
02/09/23	2023-02-0002	1pk	PVC cup 1/2	300.00
		1 pk	PVC cup 3/4	400.00
		53pcs	Topping screw	53.00
		1 pc	Sandpaper #180	25.00
02/14/23	2023-02-0003	1 pc	Tarpaulin printing	580.00
02/19/23	2023-02-0004	6 pcs	curtains (long)	900.00
02/18/23	2023-02-0005	1 pc	Tarpaulin printing	595.00
02/22/23	2023-02-0006	1 pc	Tarpaulin printing	435.00
02/23/23	2023-02-0007	1 pc	Tarpaulin printing	120.00
02/23/23	2023-02-0008	3 rl	Foam tape - double side	255.00
02/22/23	2023-02-0009	pcs	Cuphook 24 pcs	144.00
02/23/23	2023-02-0010	1pad	Battery "AAA"	170.00
02/23/23	2023-02-0011	1 pc	Tarpaulin printing	336.00
02/23/23	2023-02-0012	1 can	Stikwell®	225.00
				4,814.00

CERTIFICATION

I hereby certify to the correctness of the above information.


ELIZABETH S. QUEVEDO

Petty Cash Custodian

3/6/23
Date

 VISAYAS STATE UNIVERSITY Entity Name DISBURSEMENT VOUCHER		Fund Cluster :	
		Gen Gund	
		8-Mar-23	
DV No. :			
Mode of Payment	☐ MDS Check ☐ Commercial Check ☐ ADA ☐ Others (Please specify)		
Payee	ELIZABETH S. QUEVEDO	TIN/Employee No.:	ORS/BURS No.:
Address	VSU, Baybay City, Leyte		
Particulars		Responsibility Center	Amount
Replenishment of expenses with pertinent papers hereto attached in the amount of.....			4,814.00
Amount Due			4,814.00
A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision. MA. THERESA P. LORETO Printed Name, Designation and Signature of Supervisor			
B. Accounting Entry:			
Account Title		UACS Code	Credit
C. Certified:		D. Approved for Payment	
☐ Cash available ☐ Subject to Authority to Debit Account (when applicable) ☐ Supporting documents complete and amount claimed proper			
Signature		Signature	
Printed Name	NICK FREDDY R. BELLO	Printed Name	EDGARDO E. TULIN
Position	Head, Accounting Unit	Position	President
Date		Date	
E. Receipt of Payment			JEV No.
Check/ADA No. :	Date :	Bank Name & Account Number:	
Signature :	Date :	Printed Name: ELIZABETH S. QUEVEDO	Date
Official Receipt No. & Date/Other Documents			



Visayas State University
Visca, Baybay City, Leyte

PURCHASE REQUEST

DEPT./OFFICE		DoPAC		PR. NO.	
SECTION/End-User		ELIZABETH S. QUEVEDO		Category: Office use	
Item No.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	box	Blue pen (12pcs/bx)	1	100.00	100.00
2	box	Red ballpen	2	88.00	176.00
3	pk	PVC cup 1/2	1	300.00	300.00
4	pk	PVC CUP 3/4	1	400.00	400.00
5	pcs	Topping screw	53	1.00	53.00
6	pc	Sandpaper #180	1	25.00	25.00
7	pc	Tarpaulin printing(Citizen's Charter)	1	580.00	580.00
8	pc	Curtain (long)	6	150.00	900.00
9	pc	Tarpaulin printing(VSU Mission & Goals)	1	595.00	595.00
10	pc	Tarpaulin printing(DOPAC Orgn'l Chart)	1	435.00	435.00
11	pc	Tarpaulin printing (DoPAC Objectives)	1	120.00	120.00
12	rl	Double sided foam tape	3	85.00	255.00
13	pc	Cuphook #2 for curtain	24	6.00	144.00
14	pad	Battery energizer AAA 2's	1	170.00	170.00
15	pc	Tarpaulinprinting (Quality Policy Statement)	1	336.00	336.00
16	can	Stikwel	1	225.00	225.00
				Total	4,814.00
Purpose: For immediate office use.					
Checked By:			Charged to Funds Available		
DOREEN S. ALBA					
Technical Working Group			Budget Officer		
REQUESTED BY:		NOTED BY:		APPROVED BY:	
SIGNATURE		SIGNATURE		SIGNATURE	
PRINTED NAME		PRINTED NAME		PRINTED NAME	
DESIGNATION		DESIGNATION		DESIGNATION	
ELIZABETH S. QUEVEDO		ELIZABETH S. QUEVEDO		EDGARDO E. TULIN	
End-User		DoPAC Head		President	

BUDGET UTILIZATION REQUEST AND STATUS				No.: 02-101101-2023		
VISAYAS STATE UNIVERSITY				Date: March 8, 2023		
Visca, Baybay City, Leyte				Fund: Gen. Fund		
Payee:	ELIZABETH S. QUEVEDO					
Office:	DoPAC					
Address:	VSU, Visca, Baybay City, Leyte					
Responsibility Center	Particulars	MFO/PAP	UACS Code / Expenditure			
STF	Replenishment of petty expenses for DoPAC in the amount of			4,814.00		
Total				4,814.00		
A Certified: Charges to appropriation/allotment necessary, lawful and under my direct supervision and supporting documents valid, proper and legal			B Certified: Allotment available and obligated for the purpose/adjustment necessary as indicated above			
Signature Printed Name: MA. THERESA P. LORELTO Position: Dean, CAS Date:			Signature Printed Name: ALICIA M. FLORES Position: Head, Budget Unit/Authorized Representative Date:			
STATUS OF OBLIGATION						
Reference			Amount			
Date	Particulars	ORS/JEV/RCI/RADAI No.	Obligation	Payment	Not Yet Due	Due and Demandable
		02-101101-2023	4,814.00		4,814.00	
		Totals	4,814.00		4,814.00	